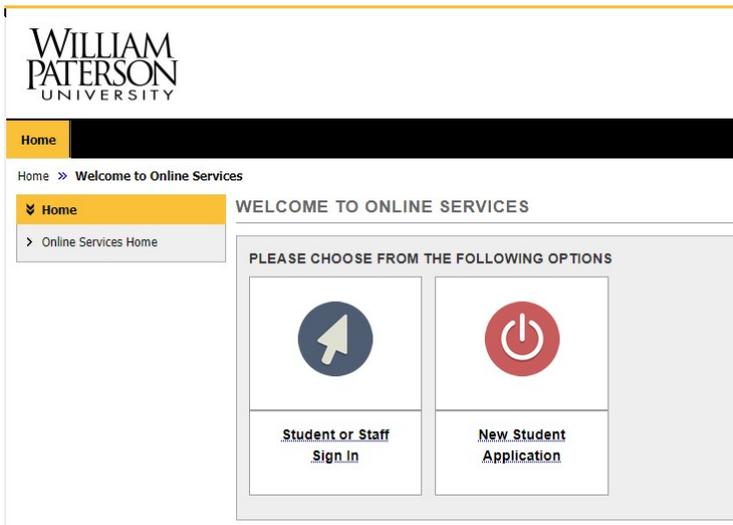




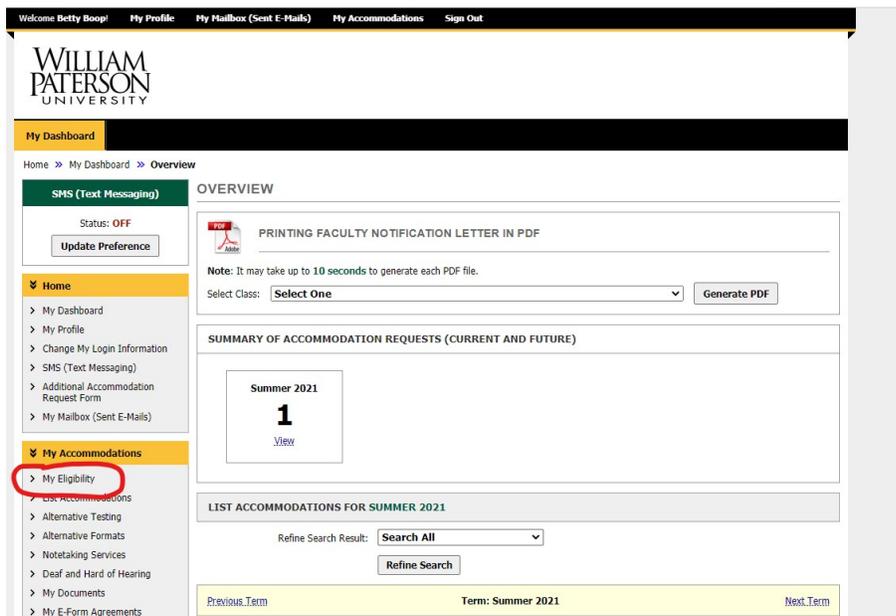
HOW TO MANAGE ACCOMMODATIONS AT WPUNJ

VIEW ELIGIBILITIES

1. Go to the Accessibility Resource Center Login page at <https://denali.accessiblelearning.com/s-WPUNJ/> and choose the option “Student or Staff Sign in”



2. Log into your student portal by entering your WPUNJ user id and password and click the “Sign In” button. *Note your user id is the beginning of your WPUNJ email address before the @ symbol*
3. In the left column choose “My Eligibility”



4. Your Eligibilities will show up with a description of each

MY ELIGIBILITY

1. **Alternative Formats**

▪ **Alternative Format Course Materials**

Students with a documented disability that results in their inability to effectively utilize print materials may need to receive alternatively formatted course materials. ARC will need to be contacted and advised of the materials that would need to be converted. Turn-around time depends on the type and length of material. Minimum time frame is 3 weeks.

2. **Alternative Testing**

▪ **Extra Time 1.50x**

Extended time 50% on quizzes/exams (including online exams).

▪ **Reduced Distraction Environment**

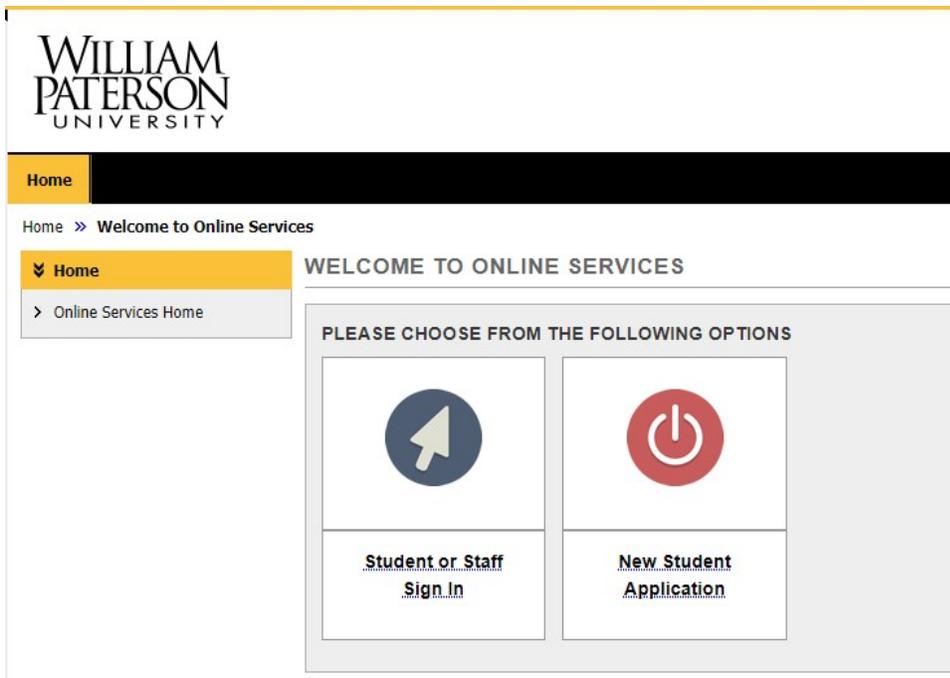
Reduced distraction environment for testing. This is available through ARC's Testing Center.

3. **Classroom Accommodations**

▪ **Audio Tape Recording**

REQUEST ACCOMMODATIONS

1. Go to the Accessibility Resource Center Login page at <https://denali.accessiblelearning.com/s-WPUNJ/> and choose the option "Student or Staff Sign in"



2. Log into your student portal by entering your WPUNJ user id and password and click the "Sign In" button. *Note your user id is the beginning of your WPUNJ email address before the @ symbol*
3. Electronically "sign" any E-form Agreements that pop up and follow any instructions listed on the forms. (Click on name of form, sign, submit)

Welcome Betty Boop! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

WILLIAM PATERSON UNIVERSITY

My Dashboard

Home » My Dashboard » Required Forms

SMS (Text Messaging)
Status: OFF
[Update Preference](#)

REQUIRED FORMS

Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. Please click the following link to review and to sign your required form(s):

- > [Audio Tape Recording Agreement](#)
- > [Testing Center Policy for Fall/Spring Semesters](#)

Questions? Contact Us!
Please contact our office if you have any questions or concerns.

Accessibility Resource Center
William Paterson University
University Commons (Speert Hall, Room 134)
300 Pompton Road
Wayne, NJ 07470
Tel: 973.720.2853
Fax: 973.720.3293
E-mail: arc@wpunj.edu

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services

4. After you sign any electronic forms, on screen you will see: **“Select Accommodations in Your Class”**

Step 1: Select Class(es)

[Spring 2021 - DIS 1025.002 - INTRODUCTION TO DISNEY PRINCES \(CRN: *9875\)](#)

[\[Requested\] Spring 2021 - DISNEY 123.001 - INTRO TO DISNEY PRINCESSES \(CRN: X001\)](#)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

- In **Step 1: Select Classes**, check the boxes for the classes you want to request accommodations. See image of Step One above. Then click on **Step 2 “Continue to Customize Your Accommodation”**
- In Step 2, check the boxes for the accommodations you want to request for each class. Please note “Alternative Testing” includes ALL testing accommodations that you have been found eligible for (extended time, reduced distraction etc.).

Final Step: Select Accommodation(s) for Each Class

DIS 1025.002 - Introduction To Disney Princes (CRN: *9875)

Instructor(s): **Maria Block**
 Days and Time(s): **Not Specified**
 Date Range(s): **Not Specified**
 Location(s): **Not Specified (Campus: S)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for DIS 1025.002

Alternative Format Course Materials Alternative Testing Audio Tape Recording
 Notetaking Services Preferential Classroom Seating

Submit Your Accommodation Requests **Back to Overview**

7. Click the “Submit Your Accommodation Requests” button.
8. You will see a link to print out your Accommodation letter for each class.
9. Our system will email accommodation letters to instructors at end of each day (Monday thru Friday 4:30 pm)
10. Communicate with instructors during office hours or via email to discuss accommodation details.

Canceling Accommodation Requests

If you decide you no longer need accommodations for a class, you can cancel the accommodation request by:

1. Log into the Accessibility Resource Center Login page at <https://denali.accessiblelearning.com/s-WPUNJ/>
2. Scroll down on homepage to find class you want to cancel Accommodation Request for.
3. Choose “Cancel Request.”
4. Indicate reason from drop down menu. (ie; dropped class, no longer need services for this class etc.)

The screenshot shows the user interface of the Accessibility Resource Center. At the top, there is a navigation bar with links: "Welcome Betty Boop!", "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". Below this is the William Paterson University logo. The main content area is titled "My Dashboard" and "OVERVIEW". On the left, there is a sidebar with "SMS (Text Messaging)" status set to "OFF" and a "Home" menu with options like "My Dashboard", "My Profile", "Change My Login Information", "SMS (Text Messaging)", "Additional Accommodation Request Form", and "My Mailbox (Sent E-Mails)". Under "My Accommodations", there are options for "My Eligibility" and "List Accommodations". The main content area shows a "Cancelling Accommodation" section with a "Reason to Cancel Services" dropdown menu. The dropdown is open, showing options: "Select One", "AIM Pilot Test - IGNORE", "I do not need services for this class", "I have dropped or withdrawn from this class", "I have withdrawn from the university", "I would like to make changes to my accommodation request", and "This Class is a Laboratory or Recitation or PAC". Below the dropdown is a "Questions? Contact Us!" section with contact information for the Accessibility Resource Center: "300 Pompton Road, Wayne, NJ 07470, Tel: 973.720.2853, Fax: 973.720.3293, E-mail: arc@wpunj.edu".

5. Choose “Cancel Accommodation Request.”