



ACCESS

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WHAT YOU NEED TO APPLY FOR ACCOMMODATIONS

- Collin College CWID (9-Digit Student ID Number)**
 - OneLogin Access**
 - Call or email Collin College's Student Help Desk for assistance with OneLogin.*
 - (972) 377-1777
 - studenthelpdesk@collin.edu
 - Documentation of Disability**
 - Section 504 Plan
 - The most recent copy of your Section 504 Meeting Documents
 - OR You may request a copy from your High School Section 504 Coordinator
 - FIE/IEP/ARD Document
 - Preferably the FIE (Full Individual Evaluation)
 - OR a copy of the most recent IEP/ARD Meeting Documents
 - OR You may request a copy from your High School Case Manager
 - [Collin College Disability Verification Forms](#)
 - If you do not have a 504 Plan, FIE, or IEP/ARD, you can request the doctor that diagnosed your disability complete the appropriate [Disability Verification Form\(s\)](#).
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Dual Credit ACCESS Advisor Contact Information

Tara Franklin, EdD

tfranklin@collin.edu

(972) 553-1161





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HOW TO APPLY FOR ACCOMMODATIONS

- Apply for Accommodations - [Link to ACCESS Application](#)**
 - APPLICATION CENTER - [Select 'START/RESUME APPLICATION'](#)
 - DUAL CREDIT ACCESS APPLICATION - [Select 'START NEW APPLICATION'](#)
 - Use your OneLogin Email Address & Campus Wide ID (CWID) on the Dual Credit ACCESS Application
 - Student will need a copy of their Section 504 plan or their FIE/IEP
 - Upload your Documentation of Disability to the application
 - OR email your documentation to ACCESS@collin.edu
 - After application has been submitted check the email used on the application regularly for email from ACCESS office
 - Email will contain next steps of either scheduling an Intake meeting or a list of missing information that must be submitted to continue
 - Schedule Intake Meeting**
 - Schedule Intake meeting using the Calendly link on the email from your Dual Credit ACCESS Advisor (Dr. Tara Franklin)
 - Email Dr. Franklin at tfranklin@collin.edu if you would like an earlier appointment date than what is available on Calendly.
 - You can schedule your appointment during your lunch period or a high school elective class.
 - Please notify Dr. Franklin if you need a note for your high school to excuse an absence acquired to attend the intake appointment.
 - Attend Intake Meeting**
 - Intakes occur via Zoom
 - This meeting will be a discussion disability and accommodation needs
 - YOU CANNOT BE APPROVED TO USE ACCOMMODATIONS IN DUAL CREDIT COURSES WITHOUT COMPLETING THE INTAKE APPOINTMENT
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HOW TO REQUEST LETTER OF ACCOMMODATION (LOA)

This step needs to be completed EVERY SEMESTER.

- Check Email used on the Dual Credit ACCESS Application (OneLogin Email)**
 - After the Intake appointment, the student will receive 2 emails**
 - ACCESS Eligibility Letter
 - Student Accommodation Profile is Ready!
 - Instructions for logging into Student Profile in AIM Portal
 - Instructions for requesting Letter of Accommodation (LOA)
 - ACCESS Eligibility Letter**
 - The ACCESS Eligibility Letter will list the approved accommodations.
 - The ACCESS Eligibility Letter will be sent to the email the student used on the Dual Credit ACCESS Application.
 - "Dual Credit Conditional" is not an accommodation. The ACCESS office uses this to identify dual credit students in AIM.
 - How to Log In to the Student ACCESS Portal in AIM**
 - [How to Log Into the New ACCESS AIM Portal \[PDF INSTRUCTIONS\]](#)
 - [How to Log Into the New ACCESS AIM Portal \[VIDEO INSTRUCTIONS\]](#)
 - Log Into AIM Portal
 - Sign Agreement Forms
 - Must be done prior to selecting accommodations
 - How to Select Accommodations & Notify Professor(s)**
 - Using the ACCESS Eligibility Letter (found in the student's email used on the Dual Credit ACCESS Application) and the instructions below, select the appropriate accommodations.
 - [How to Request Letter of Accommodation \(LOA\) - \[PDF\]](#)
 - [How to Request Letter of Accommodation \(LOA\) - \[VIDEO\]](#)
 - Do this for each course taken each semester
 - You may see an option to select "Dual Credit Conditional" – the box has no effect on your accommodations and you do not have to select.
- Release Student Letter of Accommodation to Each Professor, Every Semester**
 - [IMPORTANT] To use accommodations in dual credit courses, students must send their LOA notification from the new ACCESS AIM Portal EVERY SEMESTER TO EVERY PROFESSOR FOR EVERY ENROLLED COURSE.**

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