



# 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](mailto: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 Contact Information

[dualcreditaccess@collin.edu](mailto:dualcreditaccess@collin.edu)

(972)-881-5898

(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](mailto: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 (Adanna Burrell)
  - ☐ Email Adanna Burrell at [aburrell87@collin.edu](mailto:aburrell87@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 Adanna Burrell 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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