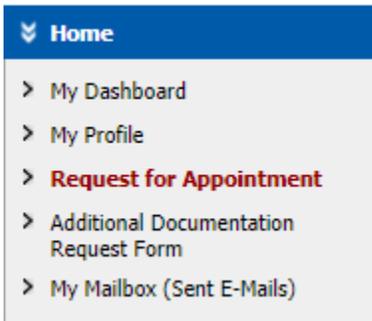


How do I request my Accommodation Forms be sent to instructors?

1. Log into the Hancock Portal
2. Go to: <https://bear.accessiblelearning.com/HancockCollege/dashboard/Default.aspx>
You will see that in the “Home” menu, you will always start on “My Dashboard”.



3. Your Dashboard will default to the screen to request your accommodations for each class.

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Learning Assistance Program (LAP).
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- Spring 2021** - AJ 101.AC - INTRO TO CRIMINAL JUSTICE (CRN: 40707)
- Spring 2021** - ENGL 110.A - GRAMMAR FOR COLLEGE AND CAREER (CRN: 40926)
- Spring 2021** - HUM 101.B - WORLD CIVILIZATIONS TO 1600 (CRN: 41104)
- Winter 2021** - POLS 103.B - AMERICAN GOVERNMENT (CRN: 30023)

Step 2 - Continue to Customize Your Accommodations

4. Check next to each class that you would like to request accommodations for. Click Step 2-Continue to Customize Your Accommodations.

Step 1: Select Class(es)

- Spring 2021** - BUS 110.A - BUSINESS LAW (CRN: 40214)
- Spring 2021** - CA 126.A - FOOD PRODUCTION COST, CONTROL (CRN: 40413)
- Spring 2021** - PHSC 112.A - EARTH & THE UNIVERSE (CRN: 40148)

Step 2 - Continue to Customize Your Accommodations

5. The next screen will let you select your accommodations. Most students will check the Testing Accommodations box.

PHSC 112.A - Earth & The Universe (CRN: 40148)

Instructor(s): **Aundrea Tavakkoly**
Days and Time(s): **WF at 11:00 AM - 12:20 PM, F at 01:00 PM - 04:05 PM**
Date Range(s): **01/19/2021 - 05/19/2021**
Location(s): **REMOTE ERT (Campus: OFF)**

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 PHSC 112.A

Notetaker Testing Accommodations

[Submit Your Accommodation Requests](#) [Back to Overview](#)

6. Click “Submit Your Accommodation Requests”. This will send an email to your instructor with your accommodation information. You can also see the PDF for your testing accommodation form by selecting the class and clicking Generate PDF after you have submitted the form electronically to see what is sent to your instructors.

 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

Note: It may take up to **10 seconds** to generate each PDF file.

Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: [Generate PDF](#)

7. Please contact the LAP with any questions.