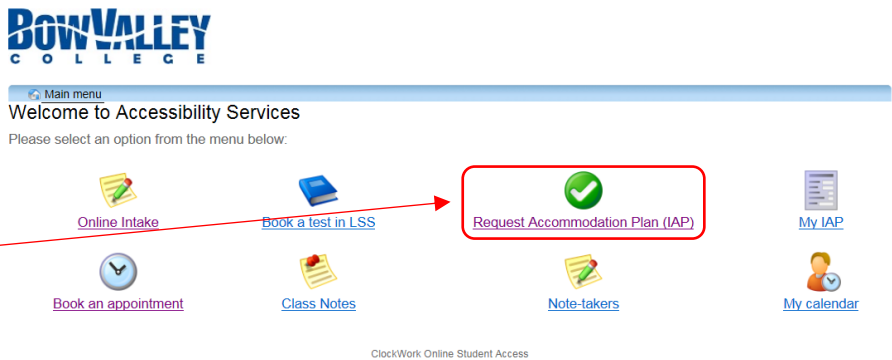
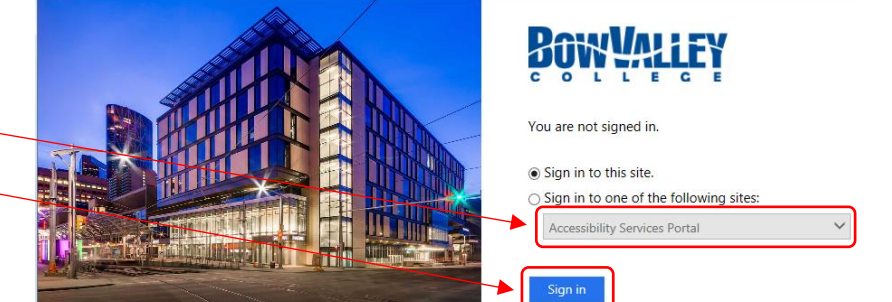
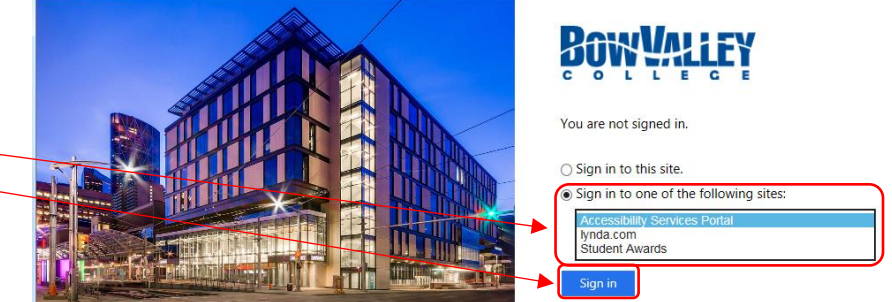

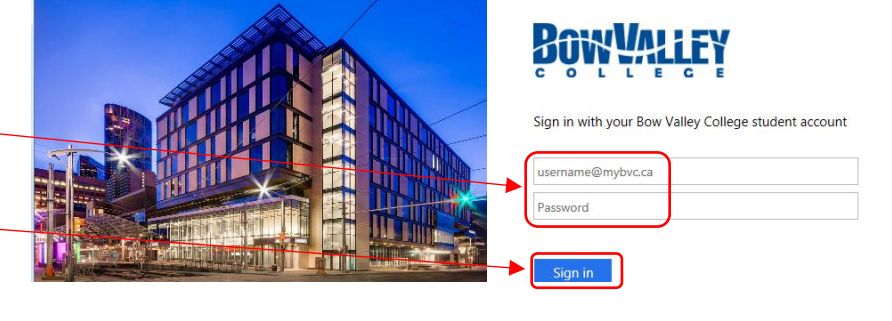


Accessibility Services Portal – Requesting your IAP - Quick Reference Guide for Students

<p>Logon</p> <ol style="list-style-type: none"> Go To http://accessibility.bowvalleycollege.ca/ To begin the logon process, click Request Accommodation Plan (IAP) (you will be prompted to logon) 	 <p>BOW VALLEY COLLEGE</p> <p>Main menu Welcome to Accessibility Services Please select an option from the menu below:</p> <p>Online Intake Book a test in LSS Request Accommodation Plan (IAP) My IAP</p> <p>Book an appointment Class Notes Note-takers My calendar</p> <p>ClockWork Online Student Access</p>
<p>If you see “Accessibility Services Portal” in the sign in window,</p> <ol style="list-style-type: none"> Click Sign In <p>OR</p>	 <p>BOW VALLEY COLLEGE</p> <p>You are not signed in.</p> <p><input checked="" type="radio"/> Sign in to this site. <input type="radio"/> Sign in to one of the following sites: Accessibility Services Portal</p> <p>Sign in</p>
<p>If you see multiple choices in the sign in window,</p> <ol style="list-style-type: none"> Select “Accessibility Services Portal” Click Sign In 	 <p>BOW VALLEY COLLEGE</p> <p>You are not signed in.</p> <p><input type="radio"/> Sign in to this site. <input checked="" type="radio"/> Sign in to one of the following sites: Accessibility Services Portal lynda.com Student Awards</p> <p>Sign in</p>
<ol style="list-style-type: none"> Select Student Login 	 <p>BOW VALLEY COLLEGE</p> <p>Sign in with one of these accounts</p> <p>Student Login Staff Login</p>
<ol style="list-style-type: none"> Enter your MyBVC sign in information (username and password) Example: jdoe@mybvc.ca Click Sign In 	 <p>BOW VALLEY COLLEGE</p> <p>Sign in with your Bow Valley College student account</p> <p>username@mybvc.ca Password</p> <p>Sign in</p>
<p>If you've forgotten your Login or password, contact the Help Desk</p>	<p>Contact the Help Desk or call (403)410-1611 or 1-866-615-8923 toll free 8:00 a.m. - 9:00 p.m. Monday - Friday 8:30 a.m. - 4:30 p.m. Saturday. or email to: HelpDesk@bowvalleycollege.ca</p>

Accessibility Services Portal – Requesting your IAP - Quick Reference Guide for Students

Requesting Course Accommodations

1. To request your IAP be sent to your instructors select Accommodations

4. The current session will be displayed (in this example: Winter Session 2017) so you may have to click the dropdown to display future sessions for which you would like accommodations

and you will see your courses that you are registered in.

5. Select one or more of the courses for which you require your IAP to be sent

...and you will be presented with those courses...

and the accommodations that you can request.

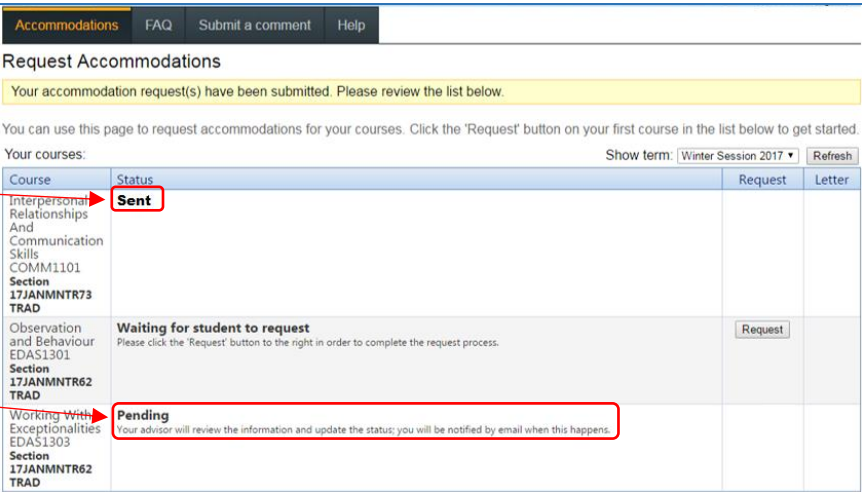
6. Check the appropriate accommodations

7. When finished,
 a. select Approve or Decline,
 b. agree to terms,
 c. then submit.

Note: If you want to add accommodations to your IAP, you should select Decline, then contact an Accessibility Advisor to discuss your concerns

The screenshot shows the 'Request Accommodations' page on the Bow Valley College website. It includes a navigation menu with 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. The main content area is titled 'Request Accommodations' and contains instructions for users. A table lists courses with columns for 'Course', 'Status', 'Request', and 'Letter'. The 'Request' column contains buttons for each course. Below the table, there are sections for 'Your accommodations:' and 'Courses to request:', both with checkboxes. At the bottom, there are radio buttons for 'Approve' and 'Decline', an 'Optional note' field, a 'Terms' section with a checkbox for agreement, and a 'Submit' button.

Accessibility Services Portal – Requesting your IAP - Quick Reference Guide for Students

<p>Your request has now been sent</p> <p>If you have declined your IAP, the status will change to Pending and you need to make an appointment with your Accessibility Advisor</p> <p>If an instructor has not been assigned to your class yet, your status will also be Pending</p>	 <p>The screenshot shows the 'Request Accommodations' page. At the top, there are navigation links: 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. Below this is a yellow notification bar: 'Your accommodation request(s) have been submitted. Please review the list below.' The main content area says: 'You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.' There is a 'Your courses:' section with a 'Show term: Winter Session 2017' dropdown and a 'Refresh' button. A table lists courses with columns for 'Course', 'Status', 'Request', and 'Letter'. The first row is for 'Interpersonal Relationships And Communication Skills (COMM1101)' with status 'Sent'. The second row is for 'Observation and Behaviour (EDAS1301)' with status 'Waiting for student to request' and a 'Request' button. The third row is for 'Working With Exceptionalities (EDAS1303)' with status 'Pending' and a note: 'Your advisor will review the information and update the status; you will be notified by email when this happens.'</p>
<p>Need more assistance?</p>	<p>Call (403)410-1400 or 1-866-428-2669 toll free and ask for Accessibility Services Monday - Friday or email to: accessibility@bowvalleycollege.ca</p>