1. Log in to MyAccess using the quick link on our homepage. You will be asked to enter your myWSU Network ID and password.

You must log in to continue

Network ID or Fearn ID:  

Password:  

Continue

2. After logging in, you will be directed to your MyAccess Dashboard. If you need to resolve any items, you will see Your To-Do List with next steps and important notes.

   IMPORTANT MESSAGE(S)

   Please read the following message(s) regarding your account:
   • Your access to request accommodation will EXPIRE on Monday, August 22, 2016.
   • Your To Do List:
     No Accommodation Requests Found
     You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.
     If you have any questions, please contact our office.

Access Center
217 Washington Building
Pullman, WA 99164
Phone: (509) 335-3417 (Voicemail)
Email: accesscenter@wsu.edu

3. Under Step 1, select your class(es). Select the classes for which you are requesting accommodations. The following information will be listed: term, year, course number, section, title, and Course Registration Number (CRN). Make sure this information is correct before moving on.
NOTE: Courses may take up to 48 hours to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below 48 hours after registering, please contact the Access Center.

4. Next, click on the button that reads, **Continue to Customize Your Accommodations.**

5. You will be redirected to a page that reads **Final Step: Select Accommodations for Each Class.** Select the accommodations you are requesting for each class.

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http://accesscenter.wsu.edu 2 5/10/16
6. After selecting your accommodations, click on the button titled Submit Your Accommodation Requests.

7. Your screen should read, “System Update Is Successful: System has successfully processed your request.”

If you have any questions, you can contact us at (509) 335-3417 or access.center@wsu.edu.