

Overview of MyAccess

This guide will cover how to navigate your dashboard, documents, electronic forms, and other available information.

1: Main Dashboard

From your main dashboard, you can find all upcoming appointments, dates you will need to check in with your Advisor (if applicable), and any notes from our office or your Advisor. You will also have a quick links, navigation, bar on your left-hand side that we will go over in more detail a little later.

- Once you have logged into your MyAccess student portal, you will find a number of buttons you can select on the left-hand side. These are divided into two boxes; the first box is called “Home,” and the second box is “My Accommodations.”
- You can select “My Dashboard,” the first link in the “Home” section, to navigate back to the main page at any time.
- Your Dashboard includes a box titled “Important Messages.” Here you can find your “To-Do list”, which will inform you of the next steps for your accommodations, as well as any other important information you may need for the semester. For example, during the summer, this box listed the Access Center’s reduced summer hours for your convenience and reference.

2: My Profile

- The link directly below “My Dashboard” is “My Profile.” This is synchronized with your MyWSU account. Be careful; anything you change in here will be overwritten each night unless you make the same changes in your MyWSU student account.

3: Equipment

- The next link down is labeled “Equipment Checked Out,” which will give you a quick summary of any equipment you are currently borrowing from our office, for example Smartpens, and when they are due back to us.
- This section also lists contact information for question about your equipment, divided out by the primary campuses with which you may be working.

4: My Mailbox

- The last link in the “Home” portion of the quick links is labeled “My Mailbox (Sent E-Mails).” Here is listed all emails that have been sent to you through MyAccess. You can always open and review the content of each email by selecting the link to the right of the subject title, labeled “view.”

5: My Eligibility

- The first link in the “My Accommodations” box is called “My Eligibility.” Here you can review all approved accommodations, as well as any notes your Access Advisor has written for proctoring staff or faculty.

- The different types of accommodations listed may be broken out into types, which can include alternative testing, classroom accommodations, notetaking services, general, or alternative formats.

6: List Accommodations

- Next is the quick link titled “List Accommodations,” where you can review all courses for which you have requested accommodations, as well as a summary of accommodations requested, the date you requested each, and the date your faculty received the email notification.

7: Course Syllabus

- The next quick link in the “My Accommodations” box is called “Course Syllabus.” Here you can download copies of any and all syllabi provided by your instructors. Just select the “view” link to the right of each listed course, and the syllabus will automatically begin downloading.
- Please keep in mind that your faculty may have updated the syllabus since submitting it to MyAccess. Please check Blackboard or your WSU email account if you feel the syllabus is no longer accurate.

8: Alternative Testing, Alternative Formats, Notetaking Services, and Deaf and Hard of Hearing

- For information on the next four links, “Alternative Testing,” “Alternative Formats,” “Notetaking Services,” and “Deaf and Hard of Hearing,” please review the tutorials provided on our website.
- These may or may not show up in your dashboard, as they are linked to the accommodations for which you are approved.

9: My Documents

- “My Documents” will list any applicable documents your advisor has activated for you. Each document includes a “Print” link on the right side of the page that you can select to download, review and print your documents.

10: My E-Form Agreements

- To review all signed E-forms, select the “My E-Form Agreements” link, which will be the last quick link in the “My Accommodations” box. Please review only the most recent documents, as our procedures may change over time.