

# How to Access Accommodations Through Accessibility Services

<b>Step 1</b> <i>3 Months Before Start of Classes</i>	<b>Meet with an Advisor</b> <p>Use the Student Services Portal to fill out the pre-registration online intake form. You will also need to schedule an appointment with an Accessibility Services Advisor to discuss your needs. Email <a href="mailto:studentservices@tru.ca">studentservices@tru.ca</a> or call 250-828-5023 to book an appointment.</p>
<b>Step 2</b> <i>3 Months Before Start of Classes</i>	<b>Get Necessary Documentation</b> <p>Acquire the documentation necessary for accessing the accommodations and/or funding that you discussed with your advisor.</p>
<b>Step 3</b> <i>First Week of Classes</i>	<b>Send Accommodation Letter(s)</b> <p><b>On-Campus Students:</b> Send out your accommodation letter(s) by logging on to the Student Services Portal. <b>Open Learning Students:</b> Contact <a href="mailto:exams@tru.ca">exams@tru.ca</a> with a copy of your accommodation letter(s) to access your quiz, midterm, and exam accommodations. You can download the accommodation letter from the Portal after sending it to your OLFM. <b>Law students:</b> Contact an Accessibility Services advisor to send out your accommodation letters. Do not use the Student Services Portal.</p>
<b>Step 4</b> <i>Second Week of Classes</i>	<b>Access your Approved Exam Accommodations</b> <p><b>On-Campus Students:</b> Book your midterms and tests with the Accessibility Services Test Centre. <b>Open Learning Students:</b> Book your final exam accommodations with the Open Learning Exams department at least two weeks in advance. When you book your exam, download a copy of your accommodation letter from the Student Services Portal and email it to Open Learning Exams department for each course.</p>
<b>Step 5</b> <i>During Classes</i>	<b>Access Accommodations</b> <p>Make use of the accommodations for which you have been approved. Connect with the AS Learning Specialist and/or Assistive Technology Specialist.</p>
<b>Step 6</b>	<b>Continue Accessing</b> <p>Remember to send out your accommodation letter(s) each semester using the Student Services Portal and continue the process!</p>

Contact [as@tru.ca](mailto:as@tru.ca) for more information

Student  
Services Portal

