Students use the **Student Access and Accommodation System** (SAAS) to request and manage approved accommodations.

### REQUEST YOUR SUPPORT SERVICES

1. Click on **Your Menu**, the menu that displays your name, on the upper left-hand corner of the SAAS screen.

2. Click on the **My Courses (Request Accommodations)** menu option.

3. Locate the **Request Support Services button** on the **Request Support Services table**.

4. Click on the **Request Support Services** button.

5. Review your support services and check the boxes next to the support services you would like to request.

8. Click on **Submit Support Service Request** button.

- You must request support services each semester for each course in which you intend to use academic accommodations. SAAS does not generate an email when your support services are approved or denied.

- You may check the status of your support services using the **Your Menu, My Accommodations and Services** menu option.

- A support service is a service provided by NCOD that is classified as a non-mandated service, or academic enhancement.

National Center on Deafness is available if you need additional information or assistance with SAAS:

Email: ncod@csun.edu
Stop by NCOD: Jeanne Chisholm Hall
Call: 818-677-2614  Videophone: 818-671-4443