SAAS Instructions

Logging In

You can access SAAS directly or from the DRES homepage. This will carry you through to the SAAS log in page. Enter your CSUN username (initials and numbers, not email) and password.

Requesting Accommodations

1. Upon your first log in to SAAS each semester, you will be directed to the Terms of Service page. The Agree selection box is at the end of the content. Once selected, select Submit.

2. Your class and accommodation information are categorized by academic term. When you log in to SAAS, the Switch Term menu is located on the right side of the screen and defaults to the current term.

   a. If you log in during the summer term, but you wish to request accommodations for the fall, you must select the appropriate term from the Switch Term menu before you can view your fall classes and request accommodations.

3. Now you're in and ready to request accommodations. Navigate to the SAAS Student Menu. From the SAAS Student Menu dropdown, select Request Accommodations.

4. The next screen displays a list of your eligible accommodations and enrolled courses. The categories of information for each course are Course Name, Enrollment Status, Professor, and Schedule. Select Request Accommodations next to a course.

5. Once at the Request Accommodations page for a specific course, you will be presented with the Terms of Accommodation request if this is the first time you are requesting for this class. Acknowledge the terms of service by activating the checkbox. Select Submit at the end of the page.

6. You will have the option of selecting which accommodations to use for the semester. They will be separated by Academic Accommodations and Testing Accommodations.

   a. Some students select all of them each semester, and some students wait to determine what will be necessary for each course. For self-paced classes, for example, you may not need Audio Recording, as recordings are provided. Select all accommodations you wish to use and select Submit. You will repeat this process for each course.

7. To view the status of your request(s), you may go back to the SAAS Student Menu dropdown and select View Accommodations/Services. From here this page, you can review the status of Submitted, Approved, or Denied.

Once accommodations are submitted, a counselor at DRES will review to approve or deny the accommodation request(s). Approved accommodation notifications will be sent via automated email to you and your professor. We highly encourage you to follow up with your professor to ensure they understand and are aware of your accommodations.

Contact:

818-677-2684 | dres@csun.edu | Bayramian Hall 110

Submitting an Exam Request

The following conditions must be in place before you can submit an exam request to take an exam at the DRES office:

- At least one testing accommodation needs to be approved in SAAS.

- Your instructor must have created an exam profile providing instructions to proctor the exam. If there is no "Add Exam" command button, there may be no testing accommodation that has been approved and/or your instructor has not created an exam profile. For any questions or guidance, please contact a DRES counselor.

Follow these next steps to submit an exam request in SAAS:

1. Navigate to the SAAS Student Menu. From the SAAS Student Menu dropdown, select Add Exams. The next screen displays a list of your enrolled classes.

2. Select the Add Exam command button, under the Add Exam Column for a class. This will open the Add Exam screen for the class.

3. Under the Add Exam screen, please complete the following sections:

   a. Select the exam type from the Exam Type (Required) list.

   b. Select the approved accommodation checkboxes to show the accommodations you want to use when taking the exam.

   c. Select the Year, Month, Day, and Start Time for the exam from the selection lists.

   d. Enter comments that wish you instructor to see when they evaluate your exam request.

   e. Select the Add Exam command button to submit your exam request. A screen will open that allows you to review a summary of your exam details. You may also select the Show Details command button to view more information about your exam request.

Important Exam Scheduling Notes

If unable to add an exam request, please review the following information:

- The DRES office is closed on the date you attempted to schedule.

- Your exam request would start/end during DRES closing hours. Your exam should start and conclude during the DRES business hours.

- Your exam request was not submitted with **5-days' advance notice**. Final exams must be scheduled with **10-days' advance notice**.

Once your exam request is submitted, your instructor will receive and email notification and can elect to approve or deny the exam request.

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Canceling and Rescheduling Exams in SAAS

1. Navigate to the SAAS Student Menu. From the SAAS Student Menu dropdown, you will select View/Cancel Exams. The next screen displays a list of your scheduled exams. On this screen you can review the status for each listed exam in the Exam Status column. If your exam has the exam status of Submitted or approved, you can cancel the exam request.

2. Find the exam on the list, then select the Cancel command button in the Cancel Exam column.

3. Enter a comment to detail the reason for the cancellation in the Cancel Exam (Comment Required) memo box. Once the comment has been entered, select Cancel Exam for [Class Name] to finalize the cancellation of the exam.

Note: If you need to reschedule an exam, follow the steps above and then submit an exam request for the rescheduled date/time.

Manage Shared Notetakers

In order to proceed, your shared notes accommodation for one or more classes must be approved. You will receive an email to notify you when a shared notes accommodation has been approved for a class. Shared Notetakers receive early registration privileges during Fall/Spring terms for their service as a notetaker.

1. Navigate to the SAAS Student Menu. From the SAAS Student Menu dropdown, you will select Mange Shared Notetakers.

2. The next screen will present a list of courses for which you have an approved shared notes accommodation. On this screen, find the course that you want to recruit a shared notetaker and select Manage Courses.

3. The following screen will allow you to recruit a notetaker for your selected class. You have two options for recruiting a notetaker:

    1. Option 1: You can identify a person in class who appears to be taking good notes and who may be interested sharing their notes. Enter the potential shared notetaker's CSUN email address. Select the Send Recruitment Email (One Classmate) command button. SAAS will send an email to your recruited notetaker.

    2. Option 2: You can send an anonymous recruitment email to the entire class to determine who may be interested in sharing their notes with you. Select the Recruit Class to be Notetakers command button. SAAS will send recruitment emails to your entire class. You will not be identified in the emails.

When classmates have specified in the Notetaker Application that they are interested in being a notetaker, you will receive an email notifying you that a notetaker is available.

1. Navigate to the SAAS Student Menu. From the SAAS Student Menu dropdown, Select Manage Shared Notetakers. The Notetakers available for request screen will open.

2. Find the notetaker(s) on the list and select the checkbox next to the desired classmate's name. Select Submit Notetaker to submit the formal request to your selected notetaker.

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3. When the requested notetaker accepts your formal request, you will receive an email notification to inform you of the acceptance. You have completed the shared notes process for the class. The shared notetaker that accept the request can now view your name in their shared notes portal.

Important Notes

The shared notes process is driven by a series of next-step emails. These emails provide a great amount of information and links for both you and shared notetakers. Both you and your potential notetakers should monitor your emails to be aware of the next step in the process.

Process Summary

1. Recruit one or more shared notetakers in SAAS for each class with an approved shared notes accommodation.

2. The potential Notetakers specify interest and you receive an email notification.

3. You formally request the notetaker from the list in SAAS.

4. The notetaker formally accepts your request to share their notes with you.

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