Modifying or Cancelling an Accommodation Request

Log in
First, you will go to the ARConnect page. Type http://uwm.edu/arc/connect/ into the address bar. You can access the address bar in JAWS by pressing ALT + D while on your browser window. Once there, select the link labelled "Apply for accommodation services". You will log in with your ePanther ID and My Dashboard will open.

Modifying a Request
While on My Dashboard, navigate to the menu box with the heading, My Accommodations, and click on “List Accommodations”.

Under List Accommodations, scroll down until you find the class you want to modify. Click on "Modify Request." Your accommodations will be shown below the class information under the heading Select Accommodations. Check or uncheck the box next to the accommodations you want to add or remove. When you are finished, click "Update Request" located at the bottom of the page.

The List Accommodations Request page will open. Scroll down to the class you just modified, your request status should be pending. Your ARC Counselor will automatically be notified, and your request will be reviewed. Once your ARC counselor approves your request, the request status will update to approved. Your Faculty Notification Letter will be updated to reflect these changes and you will receive an email from the ARConnect system notifying you that your changes have been approved by your ARC counselor.

Cancelling a Request
Under List Accommodations, scroll down to the class you want to cancel. Click on "Cancel Request." By cancelling your request, you are cancelling all the accommodations you selected for this course. For example, you would cancel a request if you are no longer enrolled in a course. If you only wanted to cancel one selected accommodation, you would modify your request instead of cancelling it.

The Cancelling Accommodation page will open. Select the Reason to Cancel Services from the drop-down menu. Then, click on "Cancel Accommodation Request". You will be directed back to the List Accommodations Request page. Scroll down to the class you just cancelled, your request status should be pending. Once your ARC Counselor has approved your cancellation request, your request status will update to approved and your instructor will be notified of the modification.
Questions?
If you have any questions or concerns about modifying or cancelling your accommodation requests, please contact your ARC Counselor.