

AccessMSU Student/Employee Application: Screen Reader Quick Start Guide

If you are a Michigan State University student or employee planning to apply for disability accommodations and you use a screen reader, this guide will walk you through how to submit an application for accommodations.

[Here is the link to the online application.](#)

Once you click the link to the application, you may be prompted to log in with your school's login credentials. Complete this step, including two-factor authorization, before continuing with this guide.

Once you are logged in, you will be on the Overview screen. If you are a student, locate the Student Accommodation Application section of the screen. If you are an employee locate the Employee Accommodations Application section of the screen.

Note: If you are a student interested in requesting both academic and housing accommodations, you must complete the Student Housing Application as well as the Student Accommodation Application.

Once you have located the correct application, press enter on the link labeled "Start New Application."

On the next page, be sure to fill out all required fields. Your screen reader will announce "*" on the fields that are required. Once you have completed all required fields, press enter on the button labeled "Create Application Draft." Note: This section is only the first part of the application. On the next page, you will be presented with a list of questions to complete. Your screen reader will announce "*" on the fields that are required.

After you answer the questions, you will be given the option to "Save and Upload Documentation." You will also find an option to "Proceed to Final Review" if you do not have documentation to upload.

On the screen to upload your documentation, enter a title for your documentation and use the "Choose File" button to browse for the desired file from your computer. Then press enter on "Upload File" to submit it. Repeat with as many documents as needed. When done press enter on "Proceed to Final Review."

Once all documentation has been uploaded, select "Proceed to Final Review." On this page, you can review the Confidentiality and Disclosure Statement. You can also press enter on "Questionnaire" to review your responses to the questions, or you can go to "Files" to view the documentation you uploaded. If everything looks correct, from the "Submit Application" screen, press enter on "Submit Application," and then hit the Confirm button that pops up.

At this point your application has been submitted! The RCPD will be in touch with you about next steps. You will receive an automated email that your application has been received.

[Find more AccessMSU screen reader guides here.](#)

This guide was adapted from *Screen Reader Guide for Application Center* provided by Accessible Information Management, LLC.