



University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

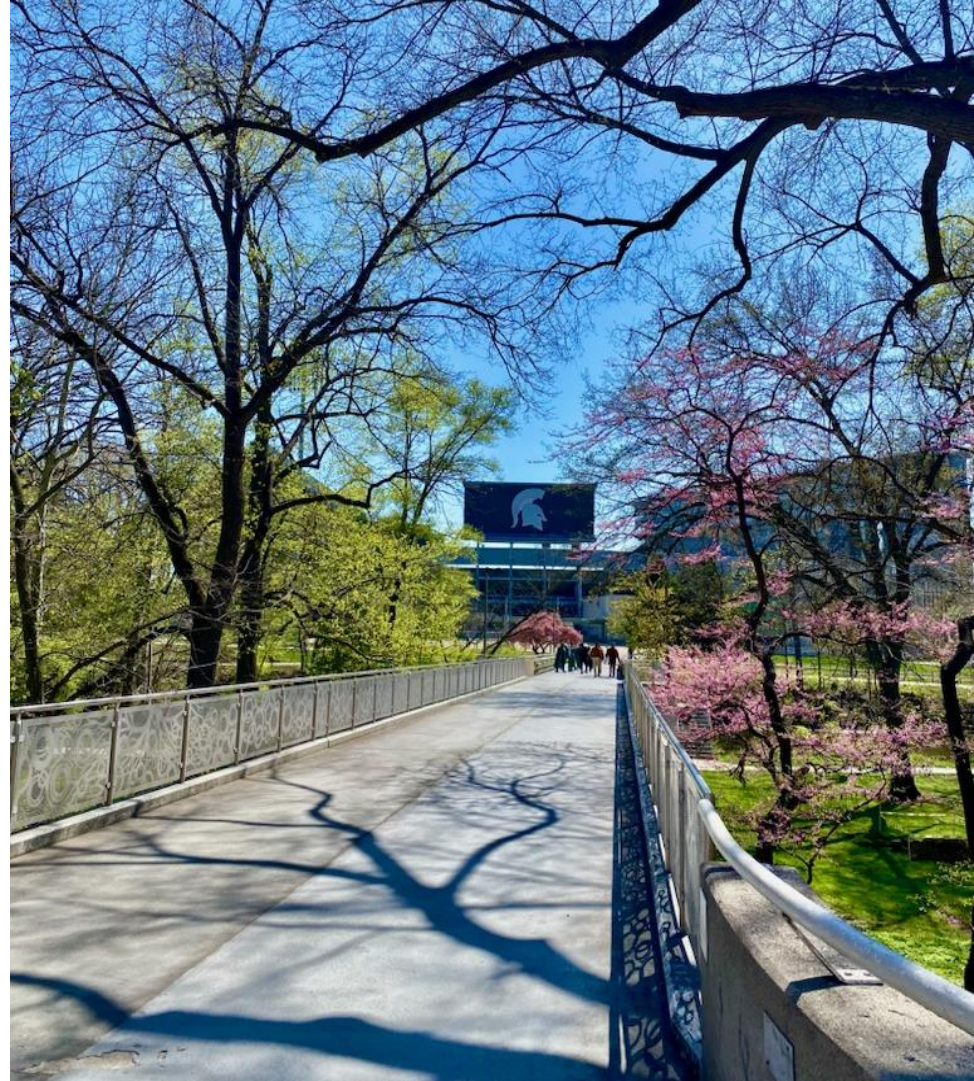
AccessMSU- Student Guide

Getting Started



About AccessMSU

This resource is to introduce you and walk you through MSU's new accommodations management portal, AccessMSU. This portal will allow students to create a profile with RCPD, upload documentation, request meetings with their Access Specialists, and send accommodations directly to instructors.



What Has Changed:

- Students do NOT need to email PDFs of Accommodation Letters to instructors anymore
- Students must log into AccessMSU to share their Accommodation Letters with instructors directly
- Instructors receive email notifications when Accommodation Letters are sent, including new added accommodations mid-semester
- Instructors are also learning this system for the first time, if there is confusion, contact your Access Specialist



What Has Not Changed:

- Students and instructors should still engage in interactive conversations about how accommodations will be implemented for individual courses



Step 1: Login

Login to [AccessMSU](#) using your MSU credentials.

Step 2: Select Relevant Application(s)

Select which application(s) are relevant to your accommodation request(s)

- **Academic Accommodations:**
"Student Accommodation Application"
- **Housing Accommodations:**
"Student Housing Application"
- **Employee Accommodations:**
"Employee Accommodation Application"

The screenshot shows a web interface for selecting an application. At the top, there is a navigation bar with a home icon and the text "OVERVIEW". Below this is a yellow header section titled "INTRODUCTION" with a document icon. The introduction text reads: "Welcome to AccessMSU. Please choose the appropriate form below and complete it. This will help us serve you better!" and "Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). For more information on FERPA, please visit: <https://aacc.msu.edu/compliance/ferpa>". Below the introduction are three application cards. The first card is titled "STUDENT ACCOMMODATION APPLICATION" and shows "Type: Student Application". It includes a link to "About This Template" and a description: "Application for students to request academic accommodations". The second card is titled "STUDENT HOUSING APPLICATION" and shows "Type: Housing Access Application". It includes a link to "About This Template" and a description: "This is the Housing application to request medically necessary accommodations. If you need academic accommodations and are not yet receiving them, please complete the accommodations application here: <https://pike.accessiblelearning.com/s-MSU/Default.aspx>". The third card is titled "EMPLOYEE ACCOMMODATIONS APPLICATION" and shows "Type: Employee Accommodation Application". It includes a link to "About This Template" and a description: "Application for employees to receive accommodations". Each card has a "START NEW APPLICATION" button with a right arrow.

» OVERVIEW

INTRODUCTION

Welcome to AccessMSU. Please choose the appropriate form below and complete it. This will help us serve you better!

Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). For more information on FERPA, please visit: <https://aacc.msu.edu/compliance/ferpa>

STUDENT ACCOMMODATION APPLICATION

Type:
Student Application

[About This Template](#) ^

Application for students to request academic accommodations

START NEW APPLICATION >

STUDENT HOUSING APPLICATION

Type:
Housing Access Application

[About This Template](#) ^

This is the Housing application to request medically necessary accommodations. If you need academic accommodations and are not yet receiving them, please complete the accommodations application here: <https://pike.accessiblelearning.com/s-MSU/Default.aspx>

START NEW APPLICATION >

EMPLOYEE ACCOMMODATIONS APPLICATION

Type:
Employee Accommodation Application

[About This Template](#) ^

Application for employees to receive accommodations

START NEW APPLICATION >

Step 2: Select Relevant Application(s) continued

If you are interested in requesting **both** academic and housing accommodations, please complete:

- **Academic Accommodations:**
"Student Accommodation Application"

AND

- **Housing Accommodations:**
"Student Housing Application"

The screenshot displays the 'OVERVIEW' page of the AccessMSU application system. At the top, there is a navigation bar with a home icon and the text '» OVERVIEW'. Below this is a yellow header section titled 'INTRODUCTION' with a document icon. The introduction text reads: 'Welcome to AccessMSU. Please choose the appropriate form below and complete it. This will help us serve you better!' and 'Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). For more information on FERPA, please visit: <https://aacc.msu.edu/compliance/ferpa>'. Below the introduction are three application cards. The first card is titled 'STUDENT ACCOMMODATION APPLICATION' and shows 'Type: Student Application'. It includes a link to 'About This Template' which describes it as an application for students to request academic accommodations. The second card is titled 'STUDENT HOUSING APPLICATION' and shows 'Type: Housing Access Application'. It includes a link to 'About This Template' which describes it as an application for students to request medically necessary accommodations and provides a URL: <https://pike.accessiblelearning.com/s-MSU/Default.aspx>. The third card is titled 'EMPLOYEE ACCOMMODATIONS APPLICATION' and shows 'Type: Employee Accommodation Application'. It includes a link to 'About This Template' which describes it as an application for employees to receive accommodations. Each card has a 'START NEW APPLICATION >' button at the bottom.

» OVERVIEW

INTRODUCTION

Welcome to AccessMSU. Please choose the appropriate form below and complete it. This will help us serve you better!

Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). For more information on FERPA, please visit: <https://aacc.msu.edu/compliance/ferpa>

STUDENT ACCOMMODATION APPLICATION

Type:
Student Application

[About This Template](#) ^

Application for students to request academic accommodations

START NEW APPLICATION >

STUDENT HOUSING APPLICATION

Type:
Housing Access Application

[About This Template](#) ^

This is the Housing application to request medically necessary accommodations. If you need academic accommodations and are not yet receiving them, please complete the accommodations application here: <https://pike.accessiblelearning.com/s-MSU/Default.aspx>.

START NEW APPLICATION >

EMPLOYEE ACCOMMODATIONS APPLICATION

Type:
Employee Accommodation Application

[About This Template](#) ^

Application for employees to receive accommodations

START NEW APPLICATION >

Step 3: Start New Application

- Selecting "Start New Application" will bring you to the first application page
- Fill in your information and select "Create Application Draft" at the bottom of the page
 - Your application will be saved in AccessMSU and you can return to it later if needed
 - Accommodations cannot be provided for draft applications. Please complete all steps to submit your application

» STUDENT APPLICATION

Note: Required fields are marked with an asterisk (*).

INTRODUCTION Type: Student Accommodation Application. Welcome to AccessMSU. Please choose the appropriate form below and complete it. This will help us serve you better! Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). For more information on FERPA, please visit: https://aacc.msu.edu/compliance/ferpa	APPLICATION INFORMATION Start Semester* : 2026 - Summer ▾ Expected Graduation Semester* : Select One ▾
CONTACT INFORMATION	PERSONAL INFORMATION First Name* :

FORM SUBMISSION

Important Note: Responses are only saved after selecting the "Create Application Draft" button.

CREATE APPLICATION DRAFT > **BACK TO OVERVIEW >**



Step 4: Complete Questionnaire

- Fill out the “List of Questions”
- This questionnaire allows you to share more information about your access needs and potential accommodation requests with RCPD
- RCPD will use your answers to assign you to an Access Specialist and prepare for your Needs Assessment meeting

Question 4: What is your primary disability?

If you have multiple diagnoses, please select the category that's most impactful to you. We can add additional diagnoses after receiving documentation. *

- ☐ ADHD
- ☐ Autism
- ☐ Blindness/Visual Impairment
- ☐ Chronic Health Condition
- ☐ Deaf/Hard of Hearing
- ☐ Learning Disability
- ☐ Mental Health
- ☐ Neurological
- ☐ Physical/Mobility
- ☐ Speech Impairment
- ☐ Temporary

Question 5: Have you used accommodations previously?

If so, please describe them in the textbox below.

If not, please put N/A. *

*Question 6: What is your biggest concern(s) surrounding disability/access needs? **

Step 4: Complete Questionnaire continued

- At the bottom, you can select "Save and Upload Documentation" if you have documentation to submit
- If your healthcare provider is sending documentation on your behalf, you can select "Proceed to Final Review"
- If you do not have documentation, select "Proceed to Final Review" and contact RCPD (rcpd@msu.edu). We can get you connected with helpful resources and potentially explore temporary support

Question 4: What is your primary disability?
If you have multiple diagnoses, please select the category that's most impactful to you. We can add additional diagnoses after receiving documentation. *

- ☐ ADHD
- ☐ Autism
- ☐ Blindness/Visual Impairment
- ☐ Chronic Health Condition
- ☐ Deaf/Hard of Hearing
- ☐ Learning Disability
- ☐ Mental Health
- ☐ Neurological
- ☐ Physical/Mobility
- ☐ Speech Impairment
- ☐ Temporary

Question 5: Have you used accommodations previously?
If so, please describe them in the textbox below.
If not, please put N/A. *



*Question 6: What is your biggest concern(s) surrounding disability/access needs? **

Step 5: Upload Documentation

- Upload your documentation on the next page. This could be your previous 504, IEP, medical records, provider letters, or other documents you have
- When done, select "Upload File"
- The page will reload with an added section showing your successfully uploaded document.
- Repeat with any additional documents you need to share.
- Once you are done select "Proceed to Final Review"

 APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED

 DOCUMENTATION GUIDELINES

Please review the Michigan State University Resource Center for Persons with Disabilities (RCPD) documentation requirements <https://uhw.msu.edu/health-and-wellbeing-services/accessibility-and-accommodations/rcpd/documentation>.

If you have questions about documentation or don't have documentation, you must reach out to your specialist to begin a conversation. Filling this form will not result in additional communication unless initiated by the student.

After receiving documentation, your RCPD specialist will email you to schedule a Needs Assessment meeting. The Needs Assessment is a 60-90-minute meeting where you and the specialist discuss your situation and the documentation received and together determine which academic accommodations might reasonably address your needs.

UPLOAD FILE

Note: Required fields are marked with an asterisk (*).

FILE INFORMATION

File Title *:

Select File * 

Choose File no file selected

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select "Proceed to Final Review".

UPLOAD FILE > PROCEED TO FINAL REVIEW >

Step 6: Submit Application

Review the Confidentiality and Disclosure Statement and select "Submit Application"

 APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED

FILES	AGREEMENT STATEMENT
1 Number of Files Uploaded	Confidentiality and Disclosure Statement The Resource Center for Persons with Disabilities (RCPD) operates under university policy and the Family Educational Rights and Privacy Act (FERPA) to protect the privacy and confidentiality of student records. RCPD cannot disclose a student's disability status, name, or any identifying information without the student's written consent unless disclosure is required by law. However, under FERPA, when there is a legitimate educational interest, it may be necessary for RCPD to communicate with other Michigan State University officials without the student's consent. In these situations, educational records may be shared with MSU officials who require the information in order to fulfill their professional responsibilities. Whenever possible, RCPD will give students notice before sharing information. Therefore, I acknowledge RCPD may use my information on an as needed basis in alignment with FERPA. I understand that through this acknowledgement, I do not expect RCPD to initiate all disability related requests or conversations with instructors or other university personnel. While RCPD is available to help with verification of disability-related issues, I have a responsibility to initiate contacts on my own and may request that RCPD assist with communication and determination/verification of disability-related needs. SUBMIT APPLICATION >

Step 7: View Application Status

- You will now see your application as "Processing" in the Overview page
- An Access Specialist will soon be assigned to you, review your documentation, and email you with next steps

STUDENT APPLICATION

Template:

MSU Spring 2026 Test Template 4

Status:

Processing

Started On:

Thursday, May 21, 2026 at 01:00 PM

VIEW APPLICATION >