



University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

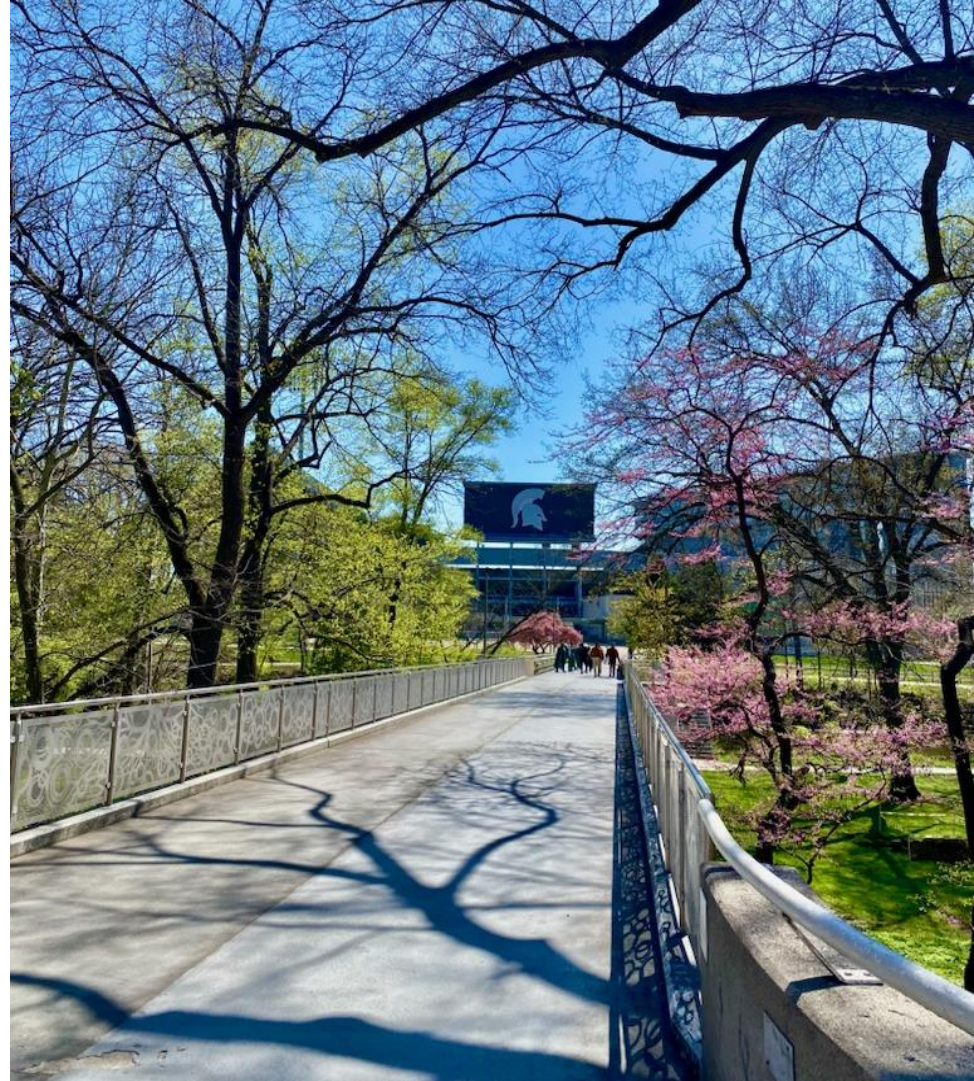
AccessMSU- Student Guide

Signing In, Sharing Accommodations, Scheduling Meetings



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: Signing In

- Login to [AccessMSU](#) using your MSU credentials
- If you have already created a "MyProfile" account (RCPD's former system) at any point, your information has already been moved to AccessMSU
- If you cannot access your account please contact your Access Specialist

 >> MY DASHBOARD >> OVERVIEW

Accommodation Requests
SPRING 2026

0

Number of Requests



Add Request
for 1 Class

No Accommodation Request Found
for Spring 2026

ACCESS SPECIALIST

Name

Hannah Huey-Jones

Email

[Send Email](#)

Pronoun

she/her

REQUEST AN APPOINTMENT >

Step 1: Signing In Continued

- When you log in, your dashboard will include "Accommodation Requests" and "Access Specialist" boxes.
- **Accommodation Requests:** You will use this field to send instructors your accommodation letter
- **Access Specialist:** Your Access Specialist's name, email, and scheduling link are included in this field

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Name

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[Send Email](#)

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REQUEST AN APPOINTMENT >

Step 2: Request Accommodations for Classes

Select "Add Request for x Class" under the Accommodation Request box for the current academic term.

Accommodation Requests SUMMER 2026	
0 Number of Requests	 Add Requests for 2 Classes
No Accommodation Request Found for Summer 2026	

Step 3: Select Classes

- On the next page, you can select the classes you'd like to request accommodations for.
- You will not be able to request accommodations in a course more than 7 days prior to the start of the semester, or less than 7 days from the end of the semester. Contact your Access Specialist with extenuating circumstances.

ACCOMMODATION REQUESTS
<i>How to Request Accommodations</i> ▼
STEP: SELECT COURSES
☐ SW 8 [REDACTED] - CLINICAL ASSESSMENT DIAGNOSIS (CRN: [REDACTED])
☐ SW 8 [REDACTED] - SPEC TOP GRAD SOC WORK (CRN: [REDACTED])
☐ Apply the same accommodations to all selected courses.
CONTINUE TO NEXT STEP >

Step 3: Select Classes Continued

- Select "Apply the same accommodations to all selected courses" if:
 - You plan to request all of your accommodations for all of your classes
 - You'd like to bulk request the same accommodations for all of your classes (versus individually choosing each accommodation for each class)
 - We recommend this option so you don't miss sharing any of your accommodations
- Select "Continue To Next Step" to move onto the accommodation selection page.

ACCOMMODATION REQUESTS
<i>How to Request Accommodations</i> ▼
STEP: SELECT COURSES
☐ SW 8 [REDACTED] - CLINICAL ASSESSMENT DIAGNOSIS (CRN: [REDACTED])
☐ SW 8 [REDACTED] - SPEC TOP GRAD SOC WORK (CRN: [REDACTED])
☐ Apply the same accommodations to all selected courses.
CONTINUE TO NEXT STEP >

Step 4: Select Accommodations to Share with Instructors

- On the next page, select all the accommodations you'd like for your classes. This will create your accommodation letter.
- Choose the "Select All" option if you want to include all of your approved accommodations on your accommodation letter.
- If you did not select the "Apply all" option on the previous page, you will need to choose accommodations for each class individually.

SW 8 [REDACTED]	SW 8 [REDACTED]
Course Title: SW 8 [REDACTED] - Clinical Assessment Diagnosis (CRN: [REDACTED])	Course Title: SW 8 [REDACTED] - Spec Top Grad Soc Work (CRN: [REDACTED])
Course Detail ▼	Course Detail ▼
☐ I do not need accommodation for this course: SW 8 [REDACTED]	☐ I do not need accommodation for this course: SW 8 [REDACTED]
SELECT ACCOMMODATIONS	SELECT ACCOMMODATIONS
☐ Select All	☐ Select All
Alternative Formats	Alternative Formats
☐ E-Text Eligible - Accessible Books	☐ E-Text Eligible - Accessible Books
Assistive Technology	Assistive Technology
☐ Portable Electronic Aids	☐ Portable Electronic Aids
Classroom Access	Classroom Access
☐ Instructor-Provided Notes: Access To [REDACTED]	☐ Instructor-Provided Notes: Access To [REDACTED]

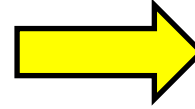
Step 4: Select Accommodations to Share with Instructors Continued

- Accommodations you select will be sent to your instructor via your accommodation letter. If you do not select a particular accommodation, your instructor will not see it.
- You can go back later in the semester to select any accommodations that you may not have chosen to select initially, but we highly recommend selecting all accommodations that may apply to a specific class, even if you do not intend to use them, at the beginning of the semester.

SW 8 [REDACTED]	SW 8 [REDACTED]
Course Title: SW 8 [REDACTED] - Clinical Assessment Diagnosis (CRN: [REDACTED])	Course Title: SW 8 [REDACTED] - Spec Top Grad Soc Work (CRN: [REDACTED])
Course Detail ▼	Course Detail ▼
☐ I do not need accommodation for this course: SW 8 [REDACTED]	☐ I do not need accommodation for this course: SW 8 [REDACTED]
SELECT ACCOMMODATIONS	SELECT ACCOMMODATIONS
☐ Select All	☐ Select All
Alternative Formats	Alternative Formats
☐ E-Text Eligible - Accessible Books	☐ E-Text Eligible - Accessible Books
Assistive Technology	Assistive Technology
☐ Portable Electronic Aids	☐ Portable Electronic Aids
Classroom Access	Classroom Access
☐ Instructor-Provided Notes: Access To [REDACTED]	☐ Instructor-Provided Notes: Access To [REDACTED]

Step 5: Read and Agree to Terms

Before submitting your request, you must agree to the terms of requesting your accommodations by reading the agreement statement and selecting the checkbox next to the statement.



STEP: FINAL STEP



- I understand that my accommodations are not retroactive.
- I understand that instructors are not required to provide accommodations until I have shared my Accommodation Letter through this system.
- If I add, drop, or change a course or section, I understand that I am responsible for sharing my Accommodation Letter with the updated instructor.
- I am strongly encouraged to engage with my instructor to discuss how my accommodations will be implemented in each course.

SUBMIT REQUEST >

START OVER >

Step 6: Submit Your Request

To finally submit your request, select "Submit Request" and your accommodations will automatically be sent to your instructor(s).



STEP: FINAL STEP



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- I understand that instructors are not required to provide accommodations until I have shared my Accommodation Letter through this system.
- If I add, drop, or change a course or section, I understand that I am responsible for sharing my Accommodation Letter with the updated instructor.
- I am strongly encouraged to engage with my instructor to discuss how my accommodations will be implemented in each course.

SUBMIT REQUEST >

START OVER >

Accommodation Letters

- Your instructor will receive an email when you submit your request (accommodation letter).
- All the accommodations you selected for each course create a unique accommodation letter for each course/instructor.
- Some accommodations include a description with implementation instructions.
- Your Access Specialist and their contact information is listed at the bottom of the letter.
- If you have accommodations that have an expiration date, they will be noted specifically.



Resource Center for Persons with Disabilities
University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

CONFIDENTIALITY NOTICE

A student's accommodations and their involvement with the Resource Center for Persons with Disabilities (RCPD) are confidential. This information may only be shared with individuals directly responsible for implementing the accommodations. If you believe another staff member needs to be involved, please contact the RCPD to discuss next steps.

May 21, 2026

RE: **Demo Spartan, ,**
Spring 2026 - DEMO 999.001 - DEMO: FAKE CLASS (CRN: DEMO)

Professor Hannah and Beau Zhang,

The Resource Center for Persons with Disabilities has approved accommodations for **Demo Spartan** following an interactive process that includes review of documentation, conversations with the student, and application of state and federal disability laws.

This letter serves as Michigan State University's official notification of approved accommodations. As the instructor of record, you are required to begin implementing these accommodations upon receipt of this notice. Accommodations must be implemented promptly and may not be delayed pending a meeting with the student. Students may choose to connect with you to discuss how accommodations apply in your course, but such a meeting cannot be required prior to implementation.

RCPD recommends that students share their testing accommodations at least seven days prior to the need for accommodation.

As a best practice, we strongly encourage you to email the student with your plan for implementing each accommodation and invite them to follow up with any questions or requests for clarification.

Demo is eligible for the following accommodations:

List of Accommodations with Expiration Dates:

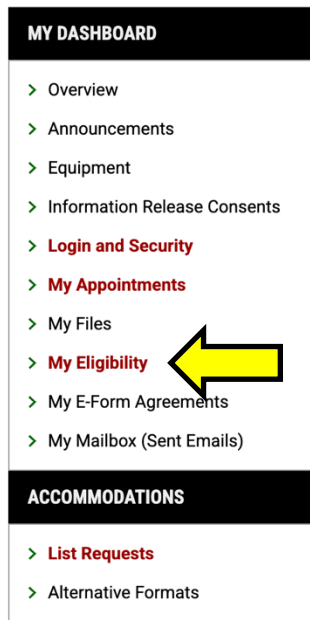
- Accessible format for class materials - Expires on Friday, May 29, 2026.
- Braille - Expires on Friday, May 29, 2026.

1. Alternative Formats

- Accessible format for class materials - Expires on Friday, May 29, 2026

Accommodation Letters Continued

- To see all your approved accommodations in once place, select "My Eligibility" in the "My Dashboard" box on the left side of your screen.
- Within "My Eligibility" you can generate an Accommodation Letter by selecting "Generate PDF"
 - You should **NOT** email this PDF to your instructor. Please follow steps 1 – 6 to share your accommodation letter with instructors.



MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**
- > Alternative Formats

SIGN OUT >

If you **DO NOT SEE** certain eligibility types in the following list, please review "Eligibility" is set to YES. If you have made changes to any Eligibility Type set

ACADEMIC ACCOMMODATIONS



MY TOOLS: ELIGIBILITY LETTER IN PDF

GENERATE PDF >

GENERATE PDF WITH DESCRIPTION >

ELIGIBILITY

1. Access to In All Environments

○ Priority Enrollment

2. Alternative Formats

○ E-text eligible - accessible books ▾

Update Accommodation Request

If you need to request an accommodation or remove an accommodation partway through the semester, you can do so by signing in to [AccessMSU](#), and navigating to the Overview page. It will now display the accommodations you have requested for your courses.

You can click on “Modify Request” under the course you wish to modify.

ACCOMMODATION REQUESTS	HM 556.012
How to Request Accommodations	Status: Approved
	Course Title: Medical School V (226222466)
The following class which accommodations were requested by the student: • HM 556.012 - MEDICAL SCHOOL V (CRN: 226222466)	Available Actions: Modify Request Get PDF
	Request Summary
	Course Detail
	Accommodation Requested: ◦ 25% Extended Time ◦ E-text eligible - accessible books ◦ Private Testing Room ◦ Reading: 50% Extended Time

Update Accommodation Request Continued

This will bring up the course information and all the accommodations you have been approved for. You can edit by checking or unchecking boxes, and then selecting “Update Request”.

Your instructor will receive an email notifying them of this change.

COURSE INFORMATION	REQUEST STATUS	ACCOMMODATIONS
Term: Spring 2026 Course: HM 556.012 - MEDICAL SCHOOL V (CRN: 226222466) Type: LEC Campus: East Lansing Instructors and Meeting Times ▾ BACK TO LIST >	Status: Approved Faculty Notification Letter: Completed Approval Status: Thursday, May 21, 2026 at 11:20 AM By: Hannah Huey-Jones Notification Last Emailed: Thursday, May 21, 2026 at 11:20 AM	Important Note: All changes to approved accommodation request will be placed under Pending Changes status for review. SELECT ACCOMMODATIONS * Alternative Formats ☒ E-Text Eligible - Accessible Books Testing Accommodations ☒ 25% Extended Time ☒ Private Testing Room ☐ Reading: 50% Extended Time ☒ Reschedule Test, Exam, Or Quiz ☒ Small Group Testing ☒ Student Requires Control Over Lighting In Testing Area ☒ Student Will Have Access To View Electronic Copy Of Test To Reference During Test. UPDATE REQUEST > CANCEL REQUEST >
AVAILABLE ACTIONS		

Scheduling Meetings with Your Access Specialist

- **As of 6/1/26 students will continue to use their Access Specialist's Bookings page to schedule meetings.**
- Contact your Access Specialist for the link to their Bookings page.
- Review slides 19-22 for instructions on how to schedule a meeting with your Access Specialist through AccessMSU once this function is live.

Schedule Meeting

You will be able to schedule a meeting by selecting "Request an Appointment" in the Access Specialist box on the right.



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OVERVIEW

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ACCOMMODATIONS

- > **List Requests**

SIGN OUT >

» MY DASHBOARD » OVERVIEW

Accommodation Requests
SPRING 2026

0

Number of Requests

+

Add Requests
for 2 Classes

No Accommodation Request Found
for Spring 2026

ACCESS SPECIALIST

Name
Savannah Blow

Email
[Send Email](#)

REQUEST AN APPOINTMENT >

QUESTION?

If you have any questions, feel free to reach out to us at rcpd@msu.edu.

Request Meeting

MY DASHBOARD

> Overview

> Announcements

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> Information Release Consents

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> My Files

> My Eligibility

> My E-Form Agreements

> My Mailbox (Sent Emails)

ACCOMMODATIONS

» MY DASHBOARD » APPOINTMENTS

NEW APPOINTMENT

REQUEST AN APPOINTMENT >

Important Message

Important Information

- If students are more than 15 minutes late, we reserve the right to cancel the appointment and ask the student to reschedule.
- Our meetings are designed to be student-focused and one-on-one, ensuring that we hear directly from you as the person with lived experience.

APPOINTMENT REQUEST

Who You Would Like to Meet:
Beau Zhang

Type:
Virtual

Earliest Availability:
Friday, May 22, 2026 08:00 AM - 09:00 AM

MODIFY / CANCEL REQUEST >

Once you've requested a meeting, you'll be taken back to your "Appointments" page and you'll see the pending request.

You will receive an email confirming your meeting request, and you can also see this email by clicking on "My Mailbox" in the "My Dashboard" box to the left side of the screen.

Upcoming Meeting

Once your meeting is confirmed, the "Upcoming Appointment" box will change to reflect the meeting time and details. You'll also receive an email.

UPCOMING APPOINTMENT

Appointment Date:

Tuesday, May 26, 2026

Appointment Time:

10:00 AM - 10:20 AM

Access Specialist:

Hannah Huey-Jones

Type:

Virtual

Confirmation Email

You'll receive an email
confirmation of your
upcoming meeting.

