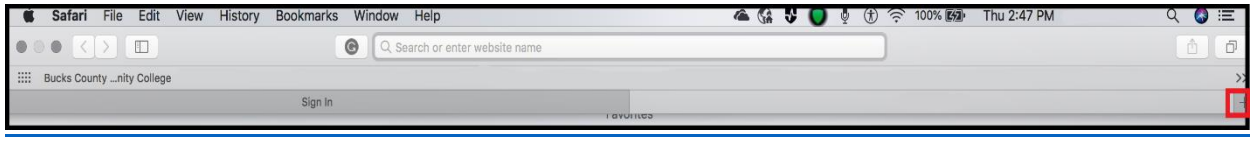
How to Request Academic Accommodations

1) Go to the Bucks County Community College Website (bucks.edu) within Safari

2) Log into your BUCKS EMAIL account under the Bucks for STUDENTS tab on the top left of the web page (This will give you the ability to electronically sign the document)

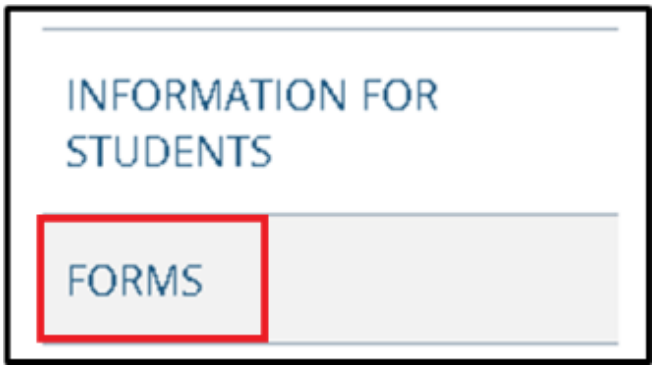
3) Open up a new tab and go to Bucks County Community College Website



4) Search for Accessibility or click the ACCESSIBILITY RESOURCES icon under Bucks for STUDENTS in the top left hand corner of the web page

5) Go to Page : [ACCESSIBILITY OFFICE | SERVICES+RESOURCES]

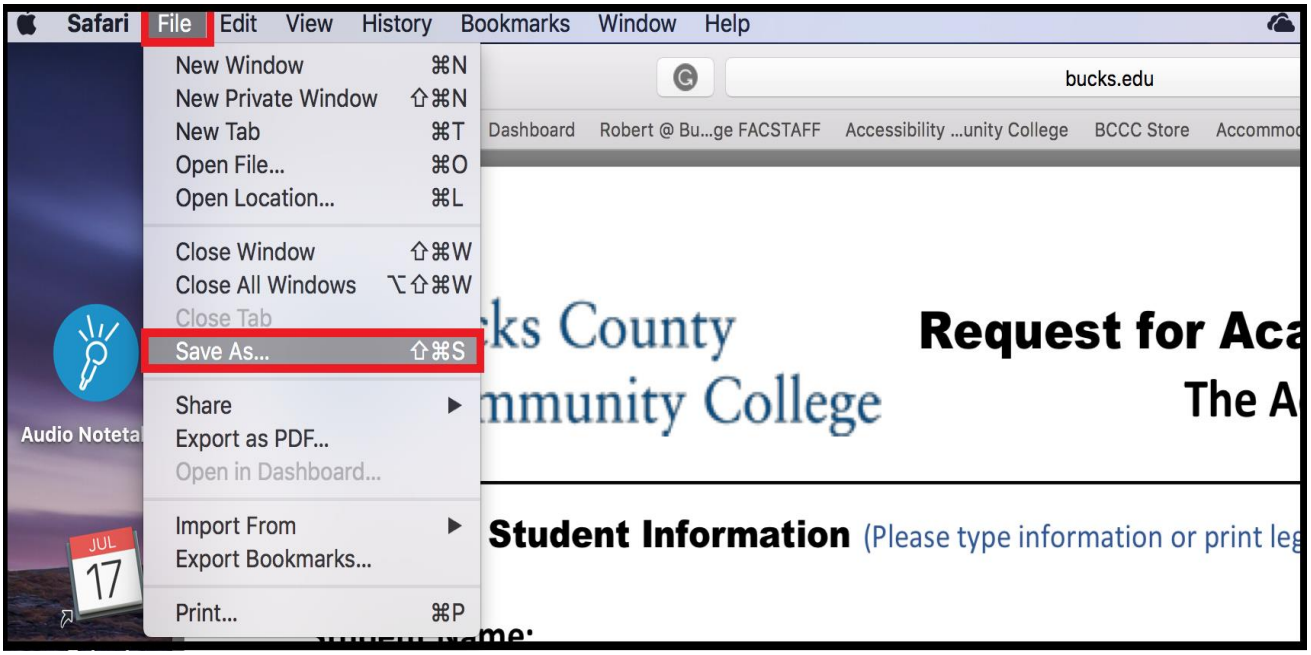
6) Find the FORMS section on the right side of the page and proceed to that resource



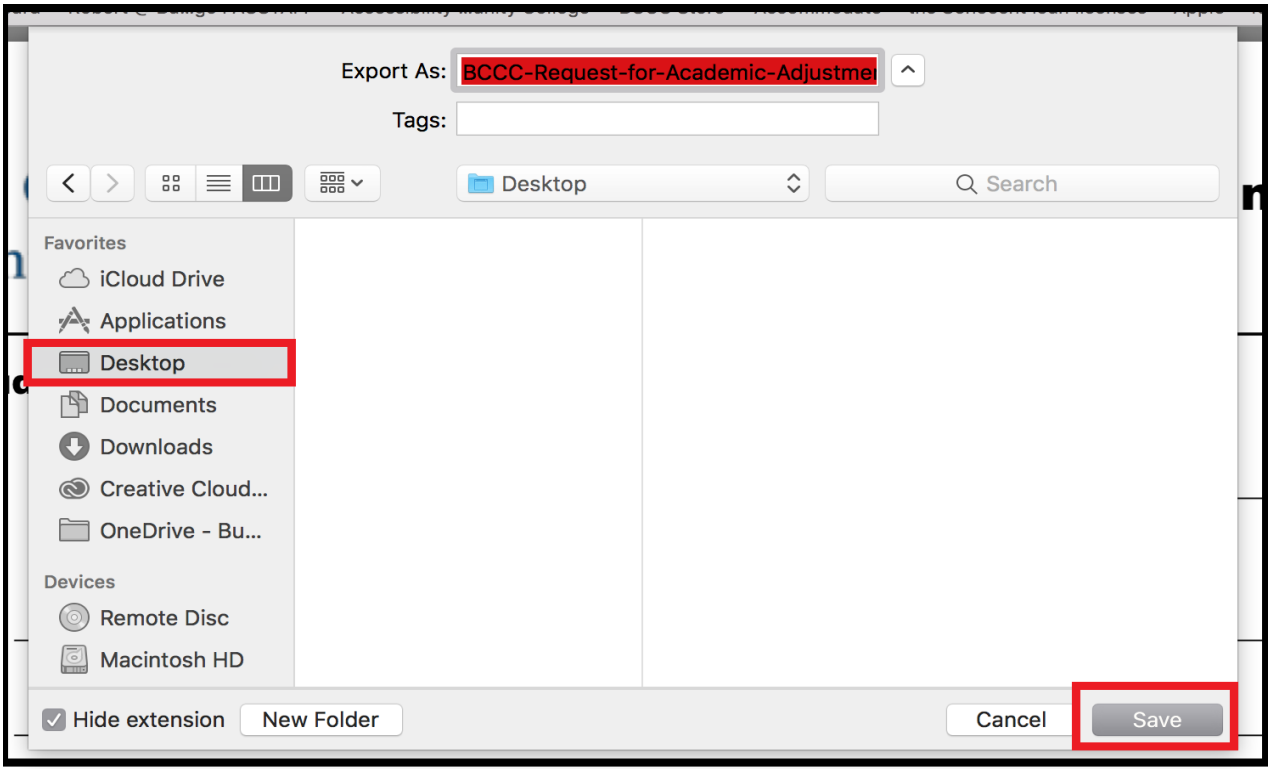
7) Search for the form that pertains to your accommodation request

8) Click on the form that pertains to your accommodation request. It will open in a PDF format.
** If your personal computer does not have Adobe Reader installed you can download it for FREE at this link: [Adobe Acrobat Reader DC *]*

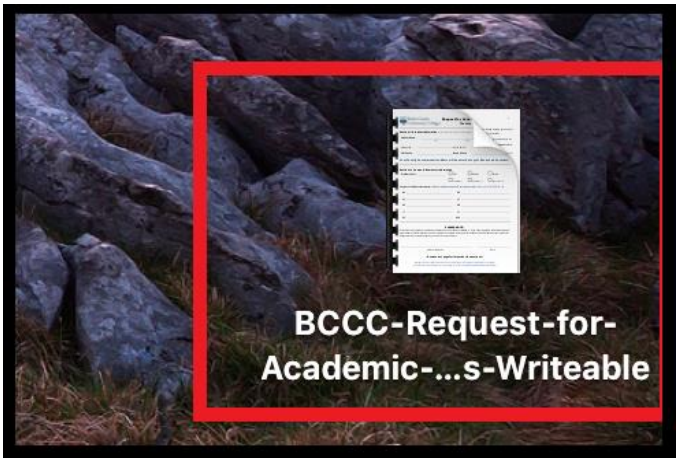
9) Click on File>Save As… in the Tool Bar



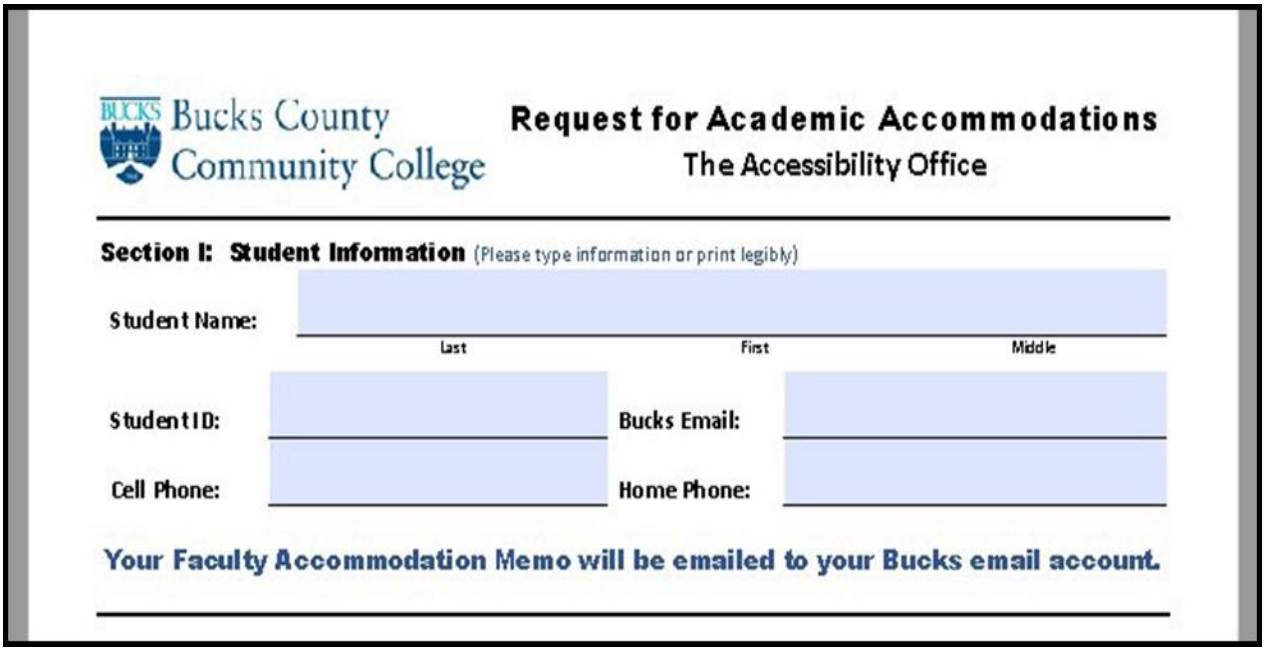
10) Selected Desktop on the left hand side and click Save



11) Go back to your desktop or where you saved it and click on the Icon for the Request Form



12) Enter your information as requested



Bucks County Community College

Request for Academic Accommodations
The Accessibility Office

Section I: Student Information (Please type information or print legibly)

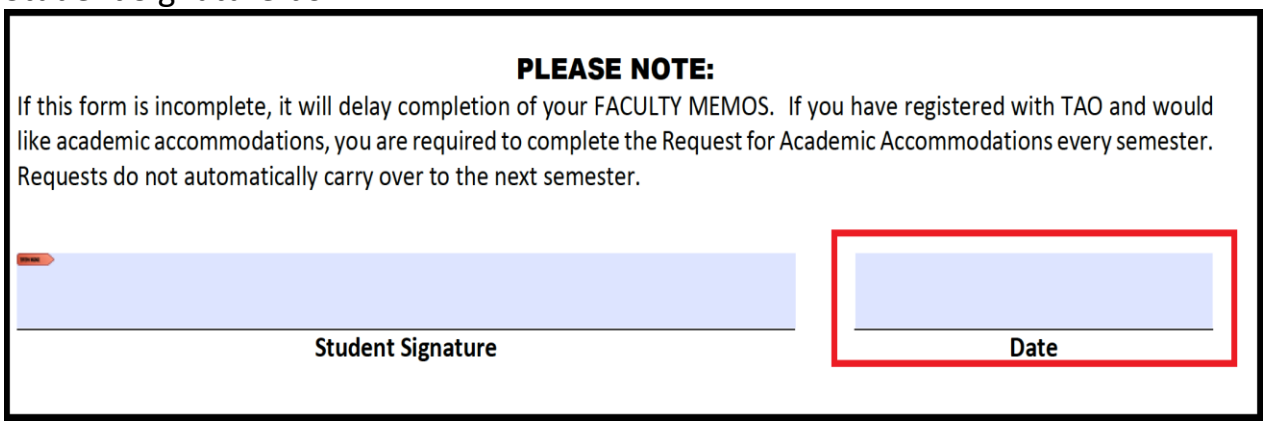
Student Name: _____
Last First Middle

Student ID: _____ Bucks Email: _____

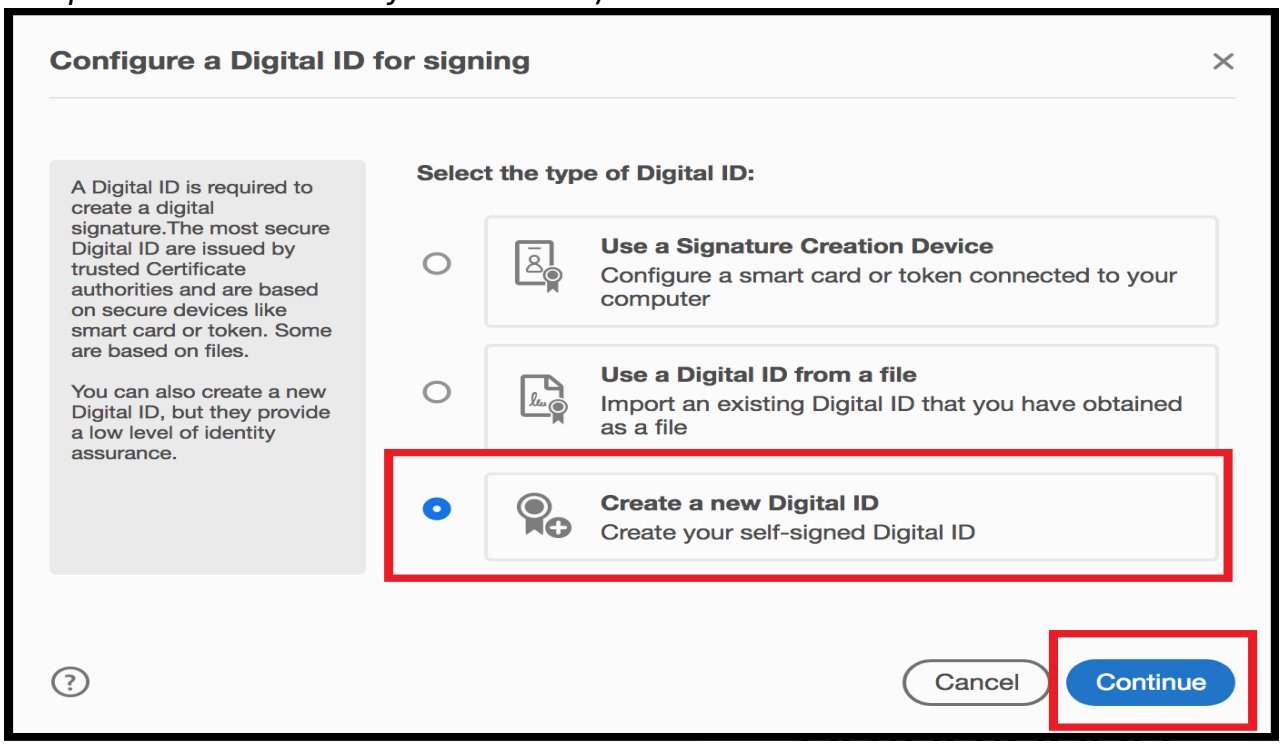
Cell Phone: _____ Home Phone: _____

Your Faculty Accommodation Memo will be emailed to your Bucks email account.

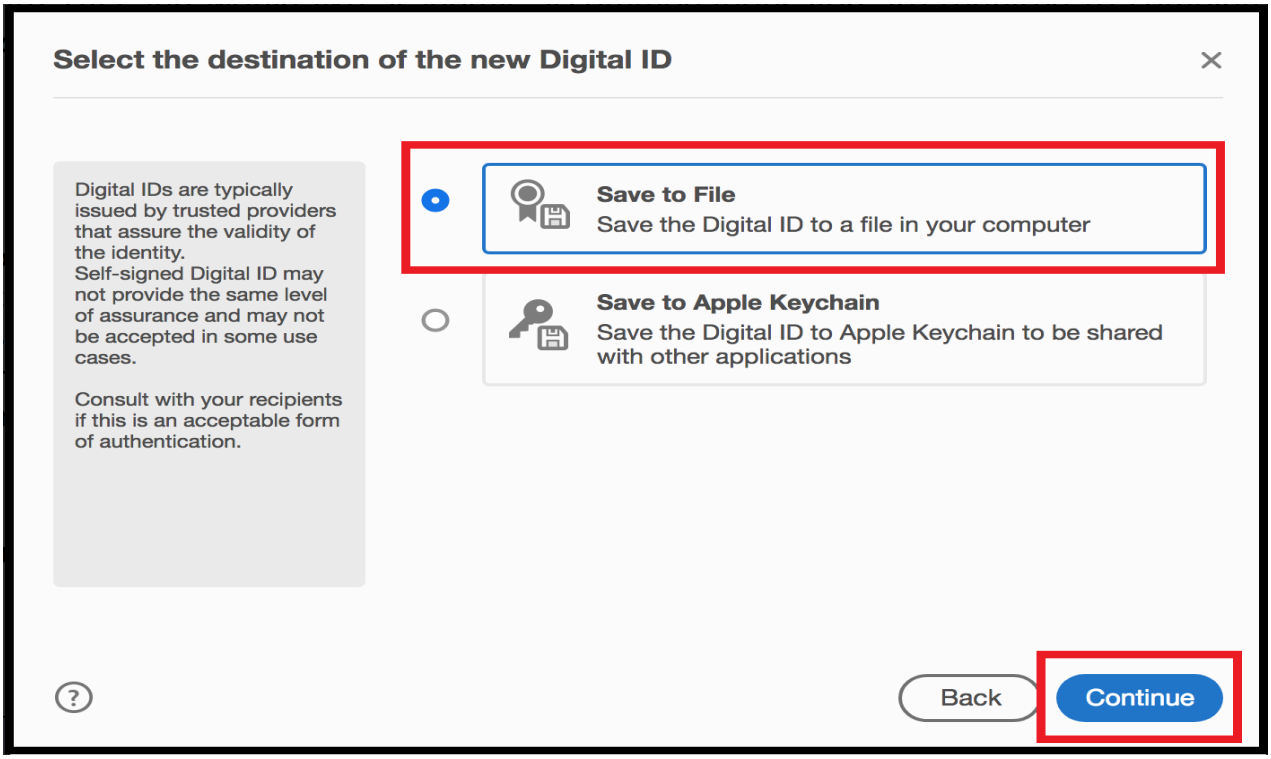
13) When you get to the Student Signature part, make sure you date it first then click the Student Signature box



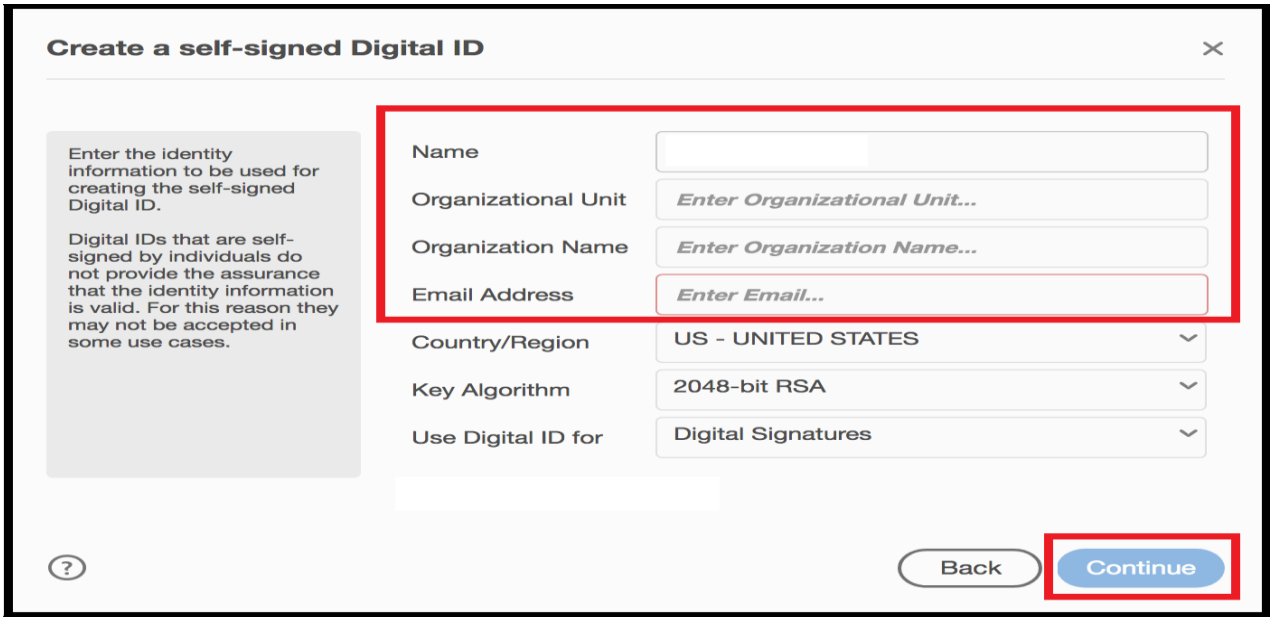
14) Select **Create a new Digital ID** and then click continue (*Once this is done on your own computer it will be saved for next time*)



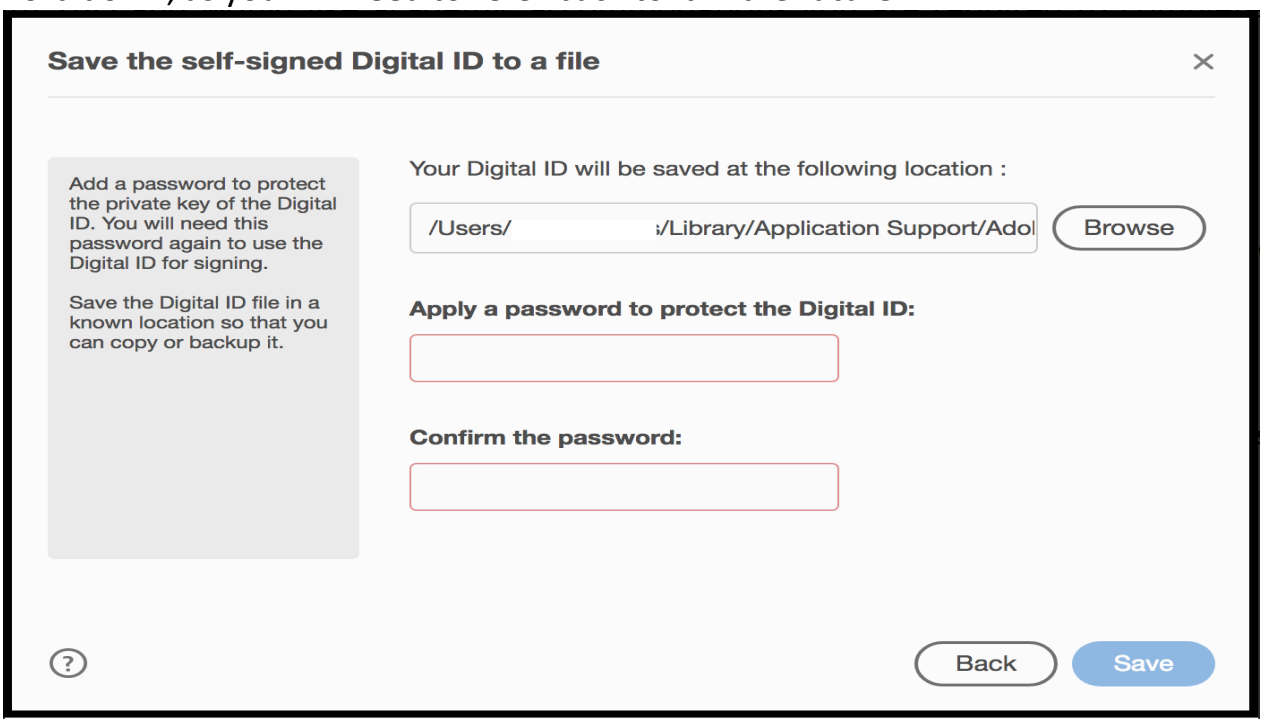
15) Select **Save to File** and click Continue



16) Fill out **Your Full Name**, *Optional* Organizational Unit, *Optional* Organization Name, and Your Bucks Email Address and then click Continue>

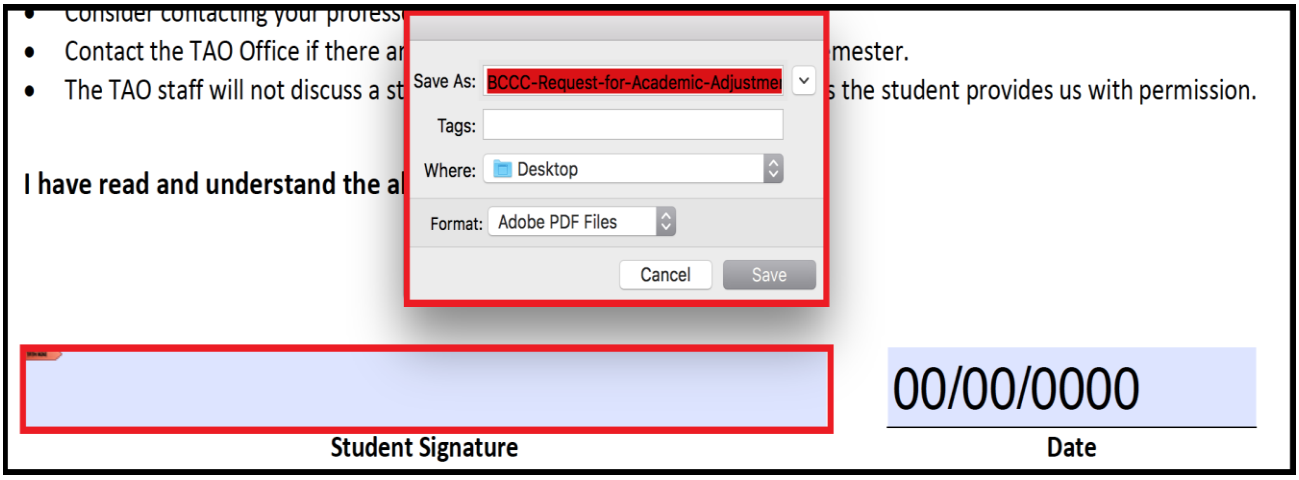


17) Enter a password that only you will know and then click save. This will allow you to sign the documents digitally and provides security on your signature. Be sure to write the password down, as you will need to refer back to it in the future.



18) Enter in the password you created above in the box on the lower left side of the sign window

19) After signing, you will be prompted to save. Choose desktop or a location you desire and click save.



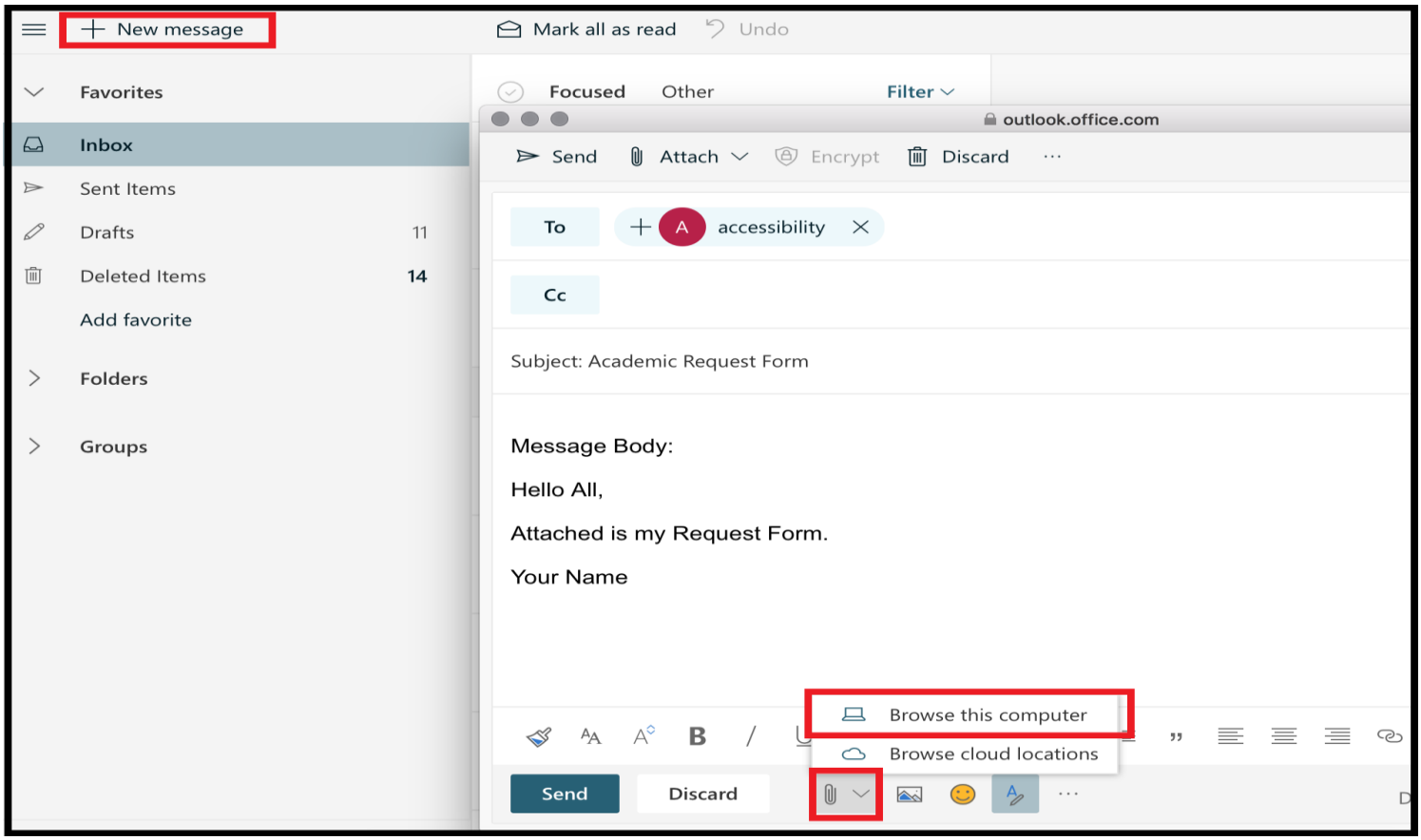
20) Email this form to accessibility@bucks.edu from your Bucks email account

Make sure you attach the form to the email before sending it out. See next page for steps on how to attach the document

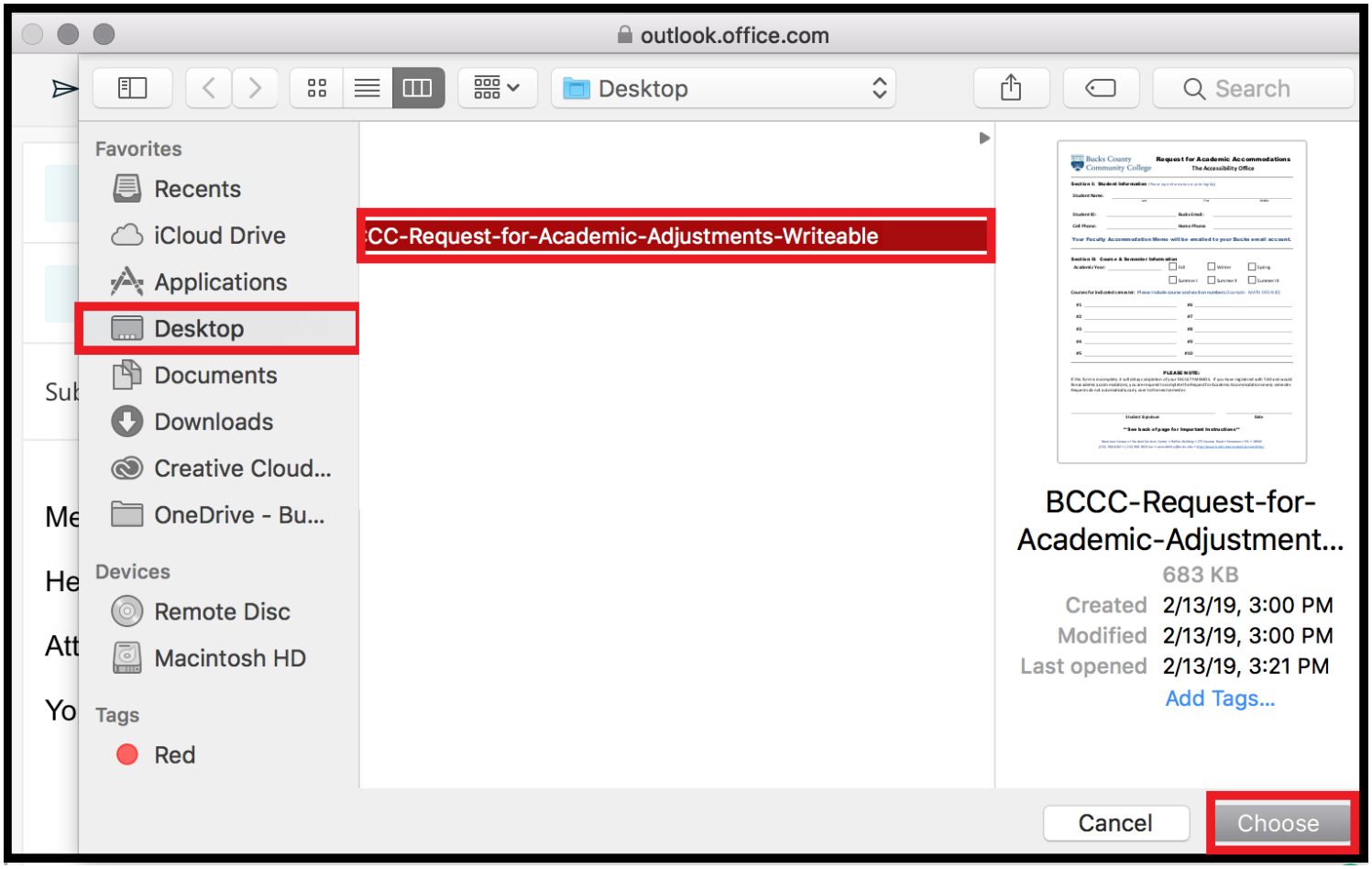
A TAO staff member will be more than happy to schedule an appointment to meet with a student or faculty member at either of the Newtown, Perkasie, or Bristol campuses. To schedule an appointment for a mutually convenient day and time, please call (215) 968-8182 or email accessibility@bucks.edu

8 Steps for attaching completed form to your email

1) Select **New Message** in the top left hand corner of Outlook
2) Enter accessibility@bucks.edu
3) Fill out the subject of the email and add any details within the body of the message
4) Click on **the paper clip icon**
5) Select **Browse this computer**



6) Select signed document on the desktop or where you saved the signed form
7) Click **Choose** and it will attach it to the email
8) Click **Send** in the lower or upper left hand corner of the message



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