

**How to Request Accommodations**

**and Send Notification Letters through AEC Connect\***

1. Log in to AEC Connect with your duck ID and password.
2. Under Select Accommodations for Your Class, you should find all the classes for which you are currently registered.
3. Under Step 1: Select Classes, check the box next to each class for which you’d like to use accommodations.
4. Click Step 2: Continue to Customize Your Accommodations.
5. Select the accommodations you would like to use for each class.
   * Please note: Testing accommodations are grouped into the category titled Alternative Testing. For example, if you are eligible for 50% extended time and reduced distraction testing, those accommodations are included in Alternative Testing.
6. After you’ve selected the appropriate accommodations, select the check box requesting AEC to email your letter to your instructor.
7. Once you have completed this process for each of your classes, click the button titled, Submit Your Accommodation Requests. Your screen should read “System Update is Successful”
8. Please allow AEC 1-2 business days to process your requests. Once AEC has processed your requests, you and the appropriate instructors will receive your notification letters via email.

*\*Before using AEC Connect, you will need to establish accommodations with an AEC advisor.*