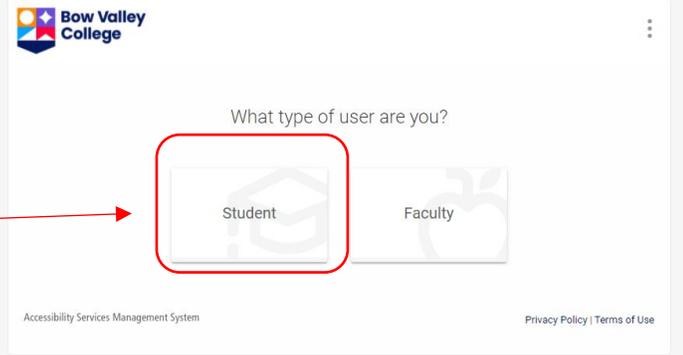
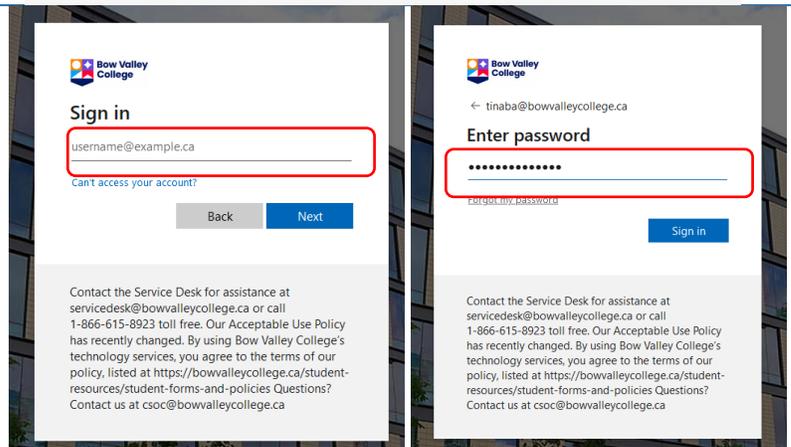


How to Sign-in

1. Go To <http://accessibility.bowvalleycollege.ca/>
2. Click on the Student button to sign in



3. Sign in using your MyBVC information (Your **full MyBVC email** address and **password** (the same password you use for D2L and myBVC email))



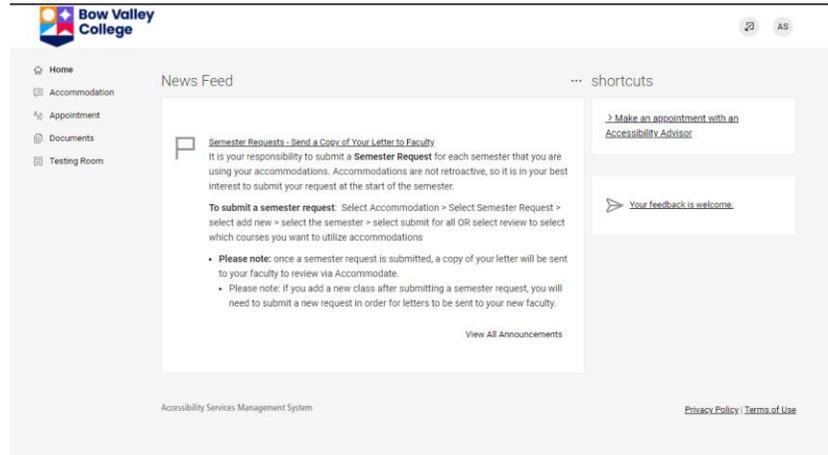
Using the Portal

1. Once you log in, you will see your Accessibility home screen.

The left side of the screen has your menu options

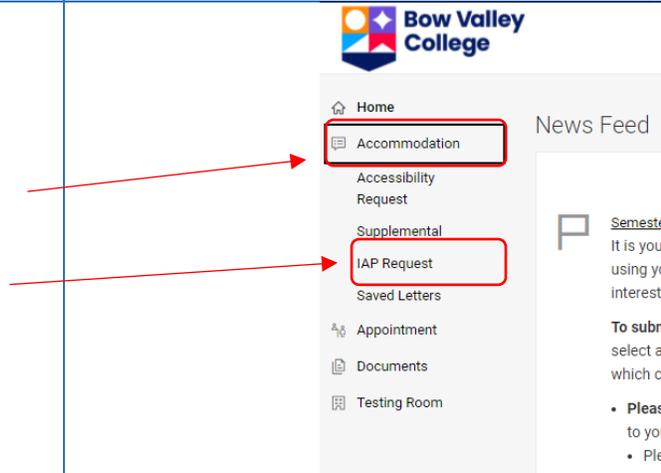
The middle part of the screen shows important Accessibility messages and reminders

The right side of the screen has helpful links



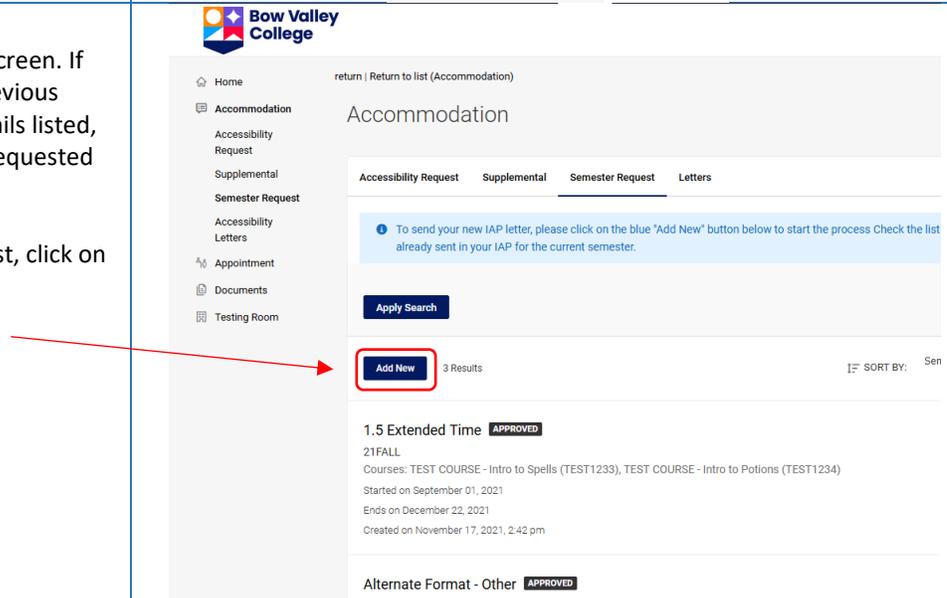
2. To send your IAP, click once on **Accommodation** on the left menu.

Then click once on **IAP Request**



3. This is the Semester Request screen. If you have sent your IAP in a previous semester, you will see the details listed, including when your IAP was requested and if it was approved.

To start a new semester request, click on the blue **Add New** button

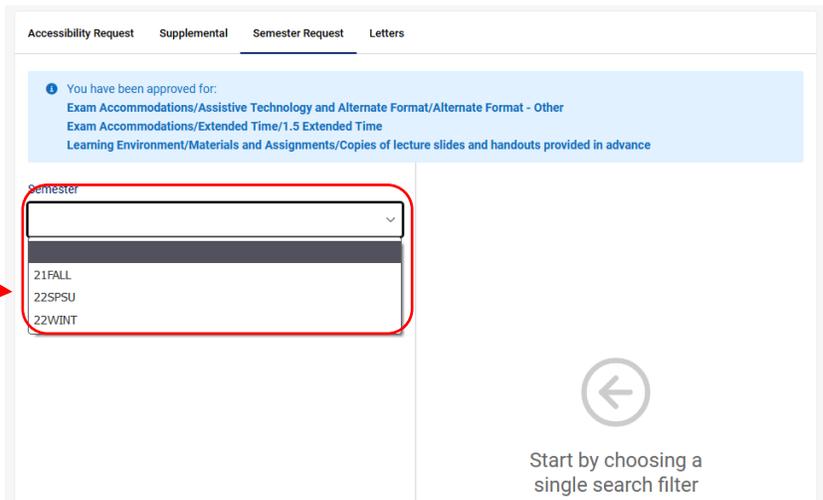


When you start a new IAP request, you will see all the accommodations you are approved for at the top of the screen in the blue bar.

4. Click once on the semester box to open up the list of semesters. **Select your semester.**

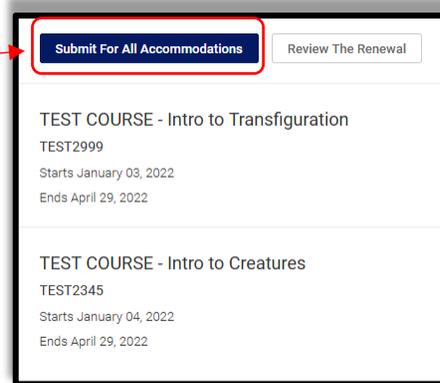
5. Once you select your semester, your list of current courses will show up on the right.

NOTE: Please **DO NOT submit your IAP more than 1 week before** your first day of class! Your instructors may be subject to change.



6. If your listed accommodations and courses are both correct, click on the blue **Submit for All Accommodations** button to submit your IAP.

If you would like to edit your request and choose specific accommodations for each of your courses, you can also click on the white **Review This Record** button to select the specific accommodations required for each course.



7. You will be returned to the main Semester Request window. A blue message will show up saying "Semester Request for all accommodations is completed" and you will see your accommodation requests listed for your new courses.

8. Your Accessibility Advisor will be notified of your IAP request. They will send a copy of your IAP letter to your instructors. You will also receive an email letting you know that your IAP was sent.

Need more assistance?

Call: (403) 410-1440
 Email: accessibility@bowvalleycollege.ca