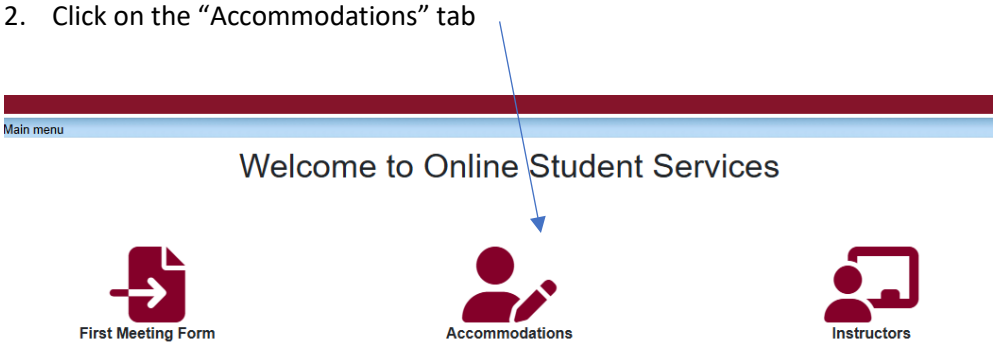
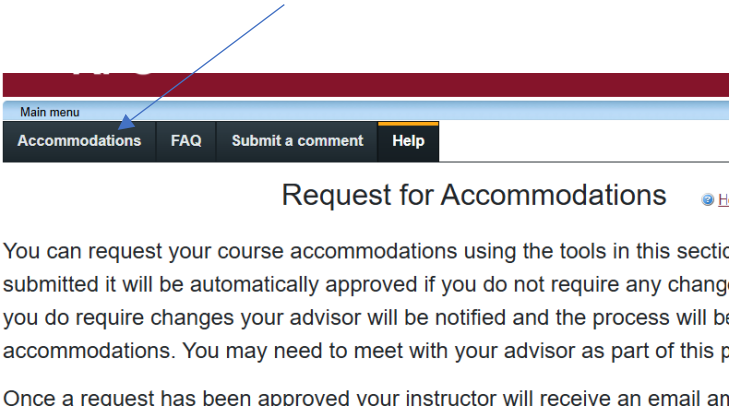
Sending out your Accommodation Plan to your instructors

1. Visit https://accessibility.kpu.ca

2. Click on the “Accommodations” tab

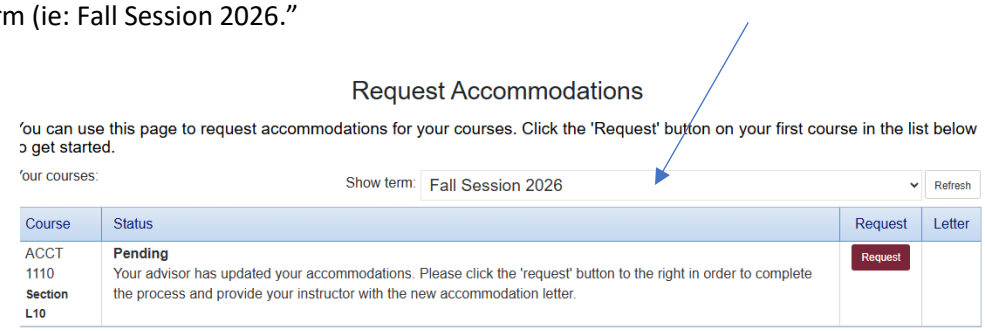


3. You will be directed to a page that says “Request for Accommodations.” Click on the Accommodations tab and login with your KPU email and password.

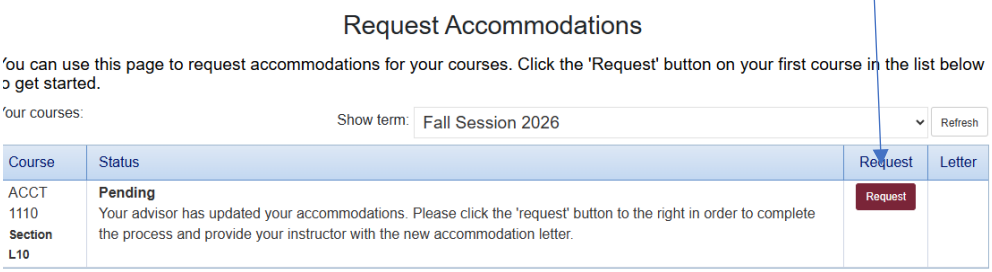


4. Once you’ve logged in, you will be taken back to the first page. You will need to click on the “accommodations” icon and the “accommodations tab again (as per step 2 and 3 respectively).

5. You will now be on the “Request Accommodations” page. You will need to select the current term (ie: Fall Session 2026.”



6. Next, click on the “Request” button.

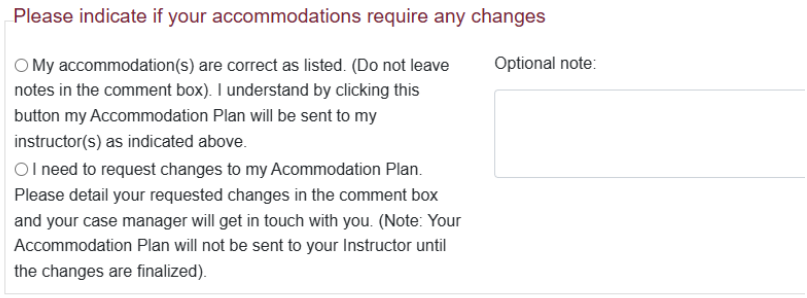


7. All of your accommodations will be automatically selected. If you would like to remove any of the accommodations, you will need to de-select the checkbox.

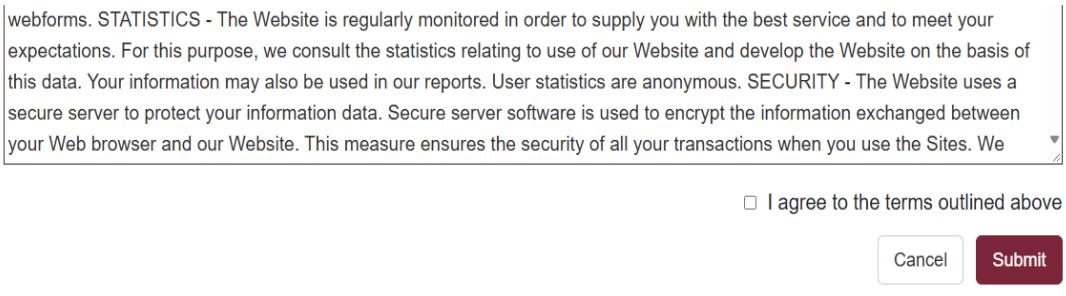
   ** If you chose to submit your accommodation plan to all instructors at once, please note that any accommodations you deselect will be removed from your plan for all courses. If you would like to customize your accommodation plan for each course, it would be best to send the accommodation plan to each instructor separately. **

8. Next, you will need to check whether the accommodations are correct the way they are or whether you need changes to your accommodation plan (ie: need to request additional accommodations).

   **** If you select the second button and would like changes, your accommodation plan will not be sent to your instructor until you’ve had a chance to speak with your case manager ****
   **** the optional note box should only be used if you’re requesting changes to your accommodation plan.**



9. Read the terms and check the box next to “I agree to the terms outlined above” and click submit.



10. You will receive an email confirmation.

    ** If you requested changes to your accommodation plan, call 604-599-2828 to book an appointment with your case manager.

11. Once your instructor has reviewed your accommodation plan you will get an email sharing that your instructor has acknowledged receipt of your accommodation plan.