How to Change Accommodations in SAM

NOTE: You will need the CRNs of the classes in which you would like to request accommodations. These can be found on the “Student Detail Schedule” in the MyUT Portal.

1. Go to [http://www.utoledo.edu/success/academicaccess/sam](http://www.utoledo.edu/success/academicaccess/sam) and click the banner at the top of the page.

2. Enter your UTAD user name and password and click “Sign In”. If you have any trouble logging in, please contact the Office of Academic Access.
3. To cancel a request, find the course that needs to be cancelled.
4. Click the cancel request button next to the CRN of the course.

5. Select the reason why the server needs to be canceled in the drop down.

5. Click cancel accommodation request.

**Note:** The status will show up as processing until it is approved by your accommodation specialist.