



E-Form Agreements and Faculty Notification Letters Video Transcript

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Video description:

CEA: How to acknowledge E-Form Agreements and request Faculty Notification Letters each semester at the University of Arkansas.

Transcript:

This tutorial will show you how to complete viewing and acknowledging the E-Form Agreements as well as how to complete your Faculty Notification Letter requests.

After registering with the CEA to use accommodations, each semester you will be required to read and digitally sign E-Form Agreements pertaining to your specific accommodations.

Each semester, you must also complete a Faculty Notification Letter request for each class in which you want to use accommodations. These letters inform your instructors about which accommodations you want to use in their classes.

To get started, go to the CEA website at cea.uark.edu.

In the left-side navigation, on CEA Online Student Services.

The login screen will be displayed. Enter your UARK username and password. (Your UARK username is the part of your email address before the @ symbol.) Click the "Log in" button.

The first page displayed is called "My Dashboard".

When a new semester is available, you will see the required CLICK E-Form Agreements that you must first read and sign. Each E-Form Agreement contains very important information about a specific accommodation process and your responsibilities in the process. The number of E-Form Agreements that you will see will depend upon your specific accommodations. Before you can proceed with any other action, you must review these E-Form Agreements. To do so, click on any E-Form agreement title, and all agreements will be opened. Be sure to read these agreements carefully.

At the bottom of the last E-Form Agreement, you must type your name in the signature box as indicated below the box. Then click the "Submit Form" button. Once submitted, your E-Form Agreements are stored in the section titled "My E-Form Agreements" in the navigation section called "My Accommodations". At any time in the future, you can review any e-Form Agreement by clicking this link.

A new screen will be displayed showing the E-Form Agreements you have signed. On the far, right side of the screen, click “View” to review a specific E-Form Agreement.

From “My Dashboard”, you will be able to request Faculty Notification Letters. Scroll down the Dashboard page until you see your list of classes. You are now ready to request your Faculty Notification Letters.

If you want to use accommodations in a specific class, click the box in front of the class. Once you have selected the classes, click the “Step 2 – Continue to Customize Your Accommodations” button.

The list of classes which you selected will be displayed.

With each class, will be the list of your accommodations. Select the checkbox for each accommodation you want to use in the class. CLICK For all testing-related accommodations, you check one box (“Alternative Testing/Quizzes”) and all your testing accommodations will be listed on the letter. In the future, for each test, you will decide what accommodations you wish to use.

If you have the accommodation of Notetaking Services, carefully consider if you will need a note-taker – one may not be needed in some classes such as online courses, practicums, drills, clinicals, and labs, or if your instructor provides notes and/or PowerPoints.

You can always request a note-taker at any time during the semester by logging in and modifying your Faculty Notification Letter request. Once you have finished selecting the accommodations, click the “Submit Your Accommodation Request” button. Or, if you decide that you do not want to complete your request, click the “Back to Overview” button.

Within 1-2 business days, CEA will email them to your instructors. You will receive a copy of each email. You are responsible for contacting your instructors as soon as possible after receiving your email copy to discuss how accommodations will be facilitated.

REMEMBER - Accommodations are NOT retroactive prior to discussing them with each of your instructors.

At any time, if you have questions or problems, contact the CEA at ada@uark.edu or call 479-575-3104.

cea.uark.edu