How to Submit a Custom Interpreter/Transcriber Request

Step 1: Go to **https://york.accessiblelearning.com/Akron**.

Step 2: Sign in using your UANetID and password.

Step 3: Click the **Deaf and Hard of Hearing** link on the left hand side.
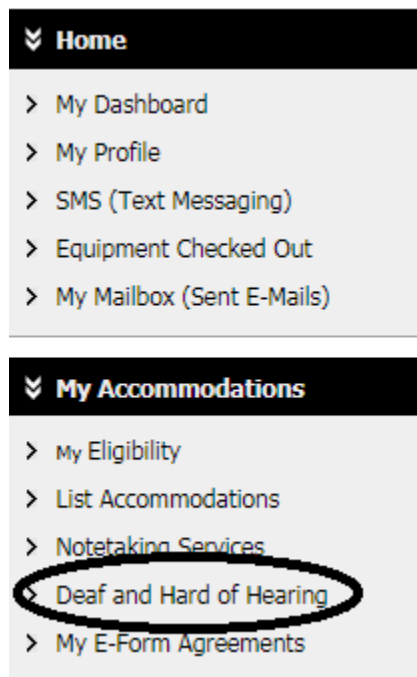
Step 4: Click on **Custom Requests** on the top right side of the screen.

Step 5: Click on the **Custom Request** button.

Step 6: Select the course the meeting is for, or choose **Non-Class Related Request**. Then click **Continue to Specify Custom Request**.

Step 7: Fill in requested information. Be as detailed as possible. Add any notes necessary. If you are unsure of event end time, estimate an end time and note that it is an estimate in the "Notes" box.

Please read carefully about terms and conditions on submitting custom request below:

- The custom request made after will be processed **the next business day**. If your request has not been assigned with transcriber or interpreter **1 business day** before your event, please contact our office.

Event Information

Event Name*: **Engineering Club meeting**

Speaker(s):

Event Date*: **07/31/2017**
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time Start*: **2 PM** ▼ **00** ▼

Time End*: **4 PM** ▼ **00** ▼

Location*: **Student Union 310**
Please specify where the event will be held in detail (i.e. address or building location).

Request Type(s)*

☑ Interpreting   ☐ Real-Time Transcribing

☐ Video Captioning

Media Used

☐ DVD Video   ☐ Online Clip

☐ Power Point Slides   ☐ VHS Video

☐ Video File

Note: Meeting may not last the whole 2 hours.

[**Submit Custom Request**]

7. Click "Submit Custom Request."

8. You will be notified when an interpreter/transcriber has been assigned to your request, or if any additional information is needed.