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.
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.