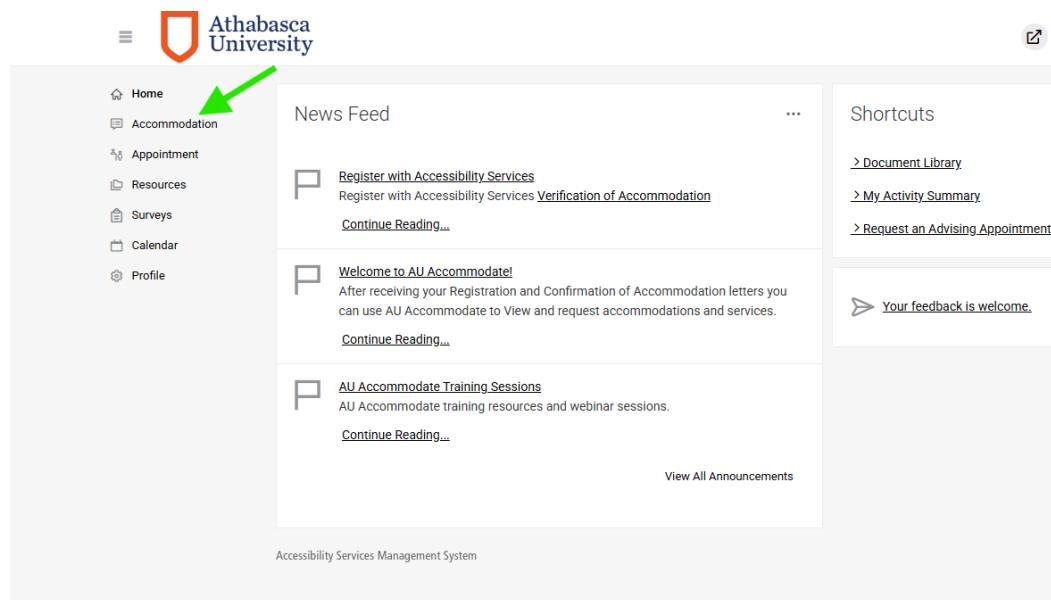


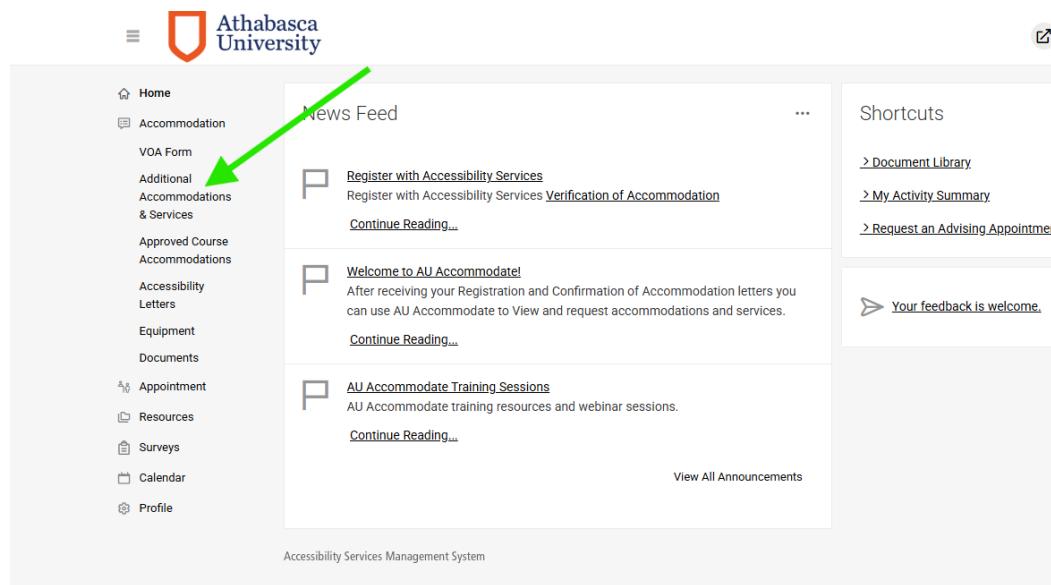
How to request an extension through AU Accommodate

1. Navigate to AU Accommodate through MyAU or by accessing: [AU Accommodate](#).
2. Select the “Accommodation” tab in the navigation menu.



The screenshot shows the Athabasca University MyAU homepage. The navigation menu on the left includes 'Home', 'Accommodation' (which has a green arrow pointing to it), 'Appointment', 'Resources', 'Surveys', 'Calendar', and 'Profile'. The main content area is titled 'News Feed' and contains three items: 'Register with Accessibility Services', 'Welcome to AU Accommodate!', and 'AU Accommodate Training Sessions'. A 'Shortcuts' sidebar on the right lists 'Document Library', 'My Activity Summary', 'Request an Advising Appointment', and a feedback link.

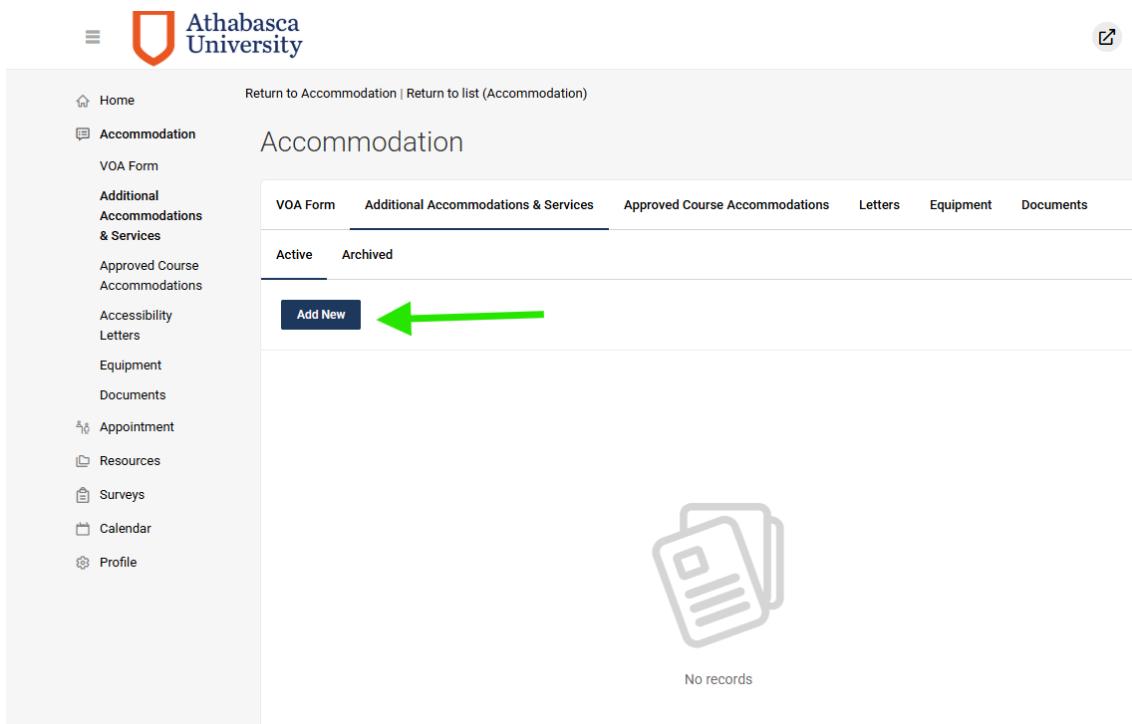
2. Then select “Additional Accommodations & Services.”



The screenshot shows the Athabasca University MyAU homepage, similar to the first one but with a different navigation menu. The 'Accommodation' menu item is expanded, showing 'VOA Form', 'Additional Accommodations & Services' (which has a green arrow pointing to it), 'Approved Course Accommodations', 'Accessibility Letters', 'Equipment', and 'Documents'. The main content area and 'Shortcuts' sidebar are identical to the first screenshot.

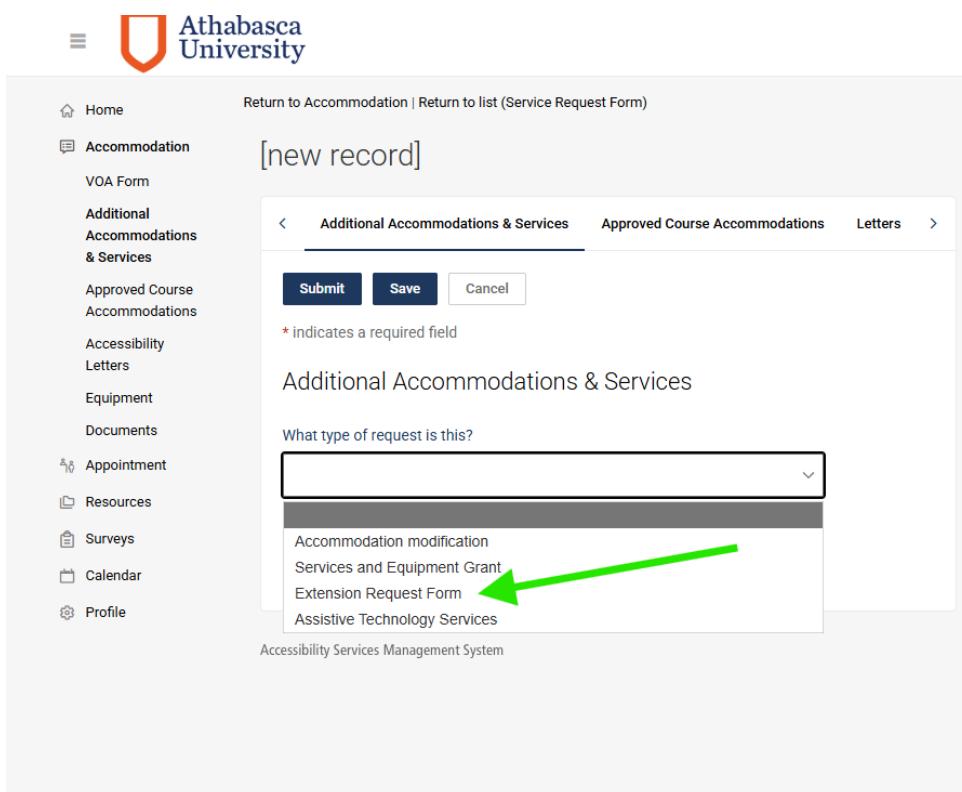


4. Select "Add New".



The screenshot shows the Athabasca University Accommodation page. On the left is a sidebar with links like Home, Accommodation (selected), VOA Form, etc. The main content area is titled 'Accommodation' and shows tabs for VOA Form, Additional Accommodations & Services (selected), Approved Course Accommodations, Letters, Equipment, and Documents. Below these tabs are 'Active' and 'Archived' buttons. A green arrow points to the 'Add New' button, which is highlighted with a dark blue background. In the center, there's a placeholder icon of two overlapping documents and the text 'No records'.

5. In the drop-down menu select "Extension Request Form".



The screenshot shows the 'Additional Accommodations & Services' form. At the top, there are 'Submit', 'Save', and 'Cancel' buttons. Below is a note: '* indicates a required field'. The main section is titled 'Additional Accommodations & Services' and asks 'What type of request is this?'. A dropdown menu lists several options: 'Accommodation modification', 'Services and Equipment Grant' (which is selected and highlighted with a dark grey background), 'Extension Request Form' (highlighted with a green arrow), and 'Assistive Technology Services'.

6. You can then complete the required fields to request your extension.

