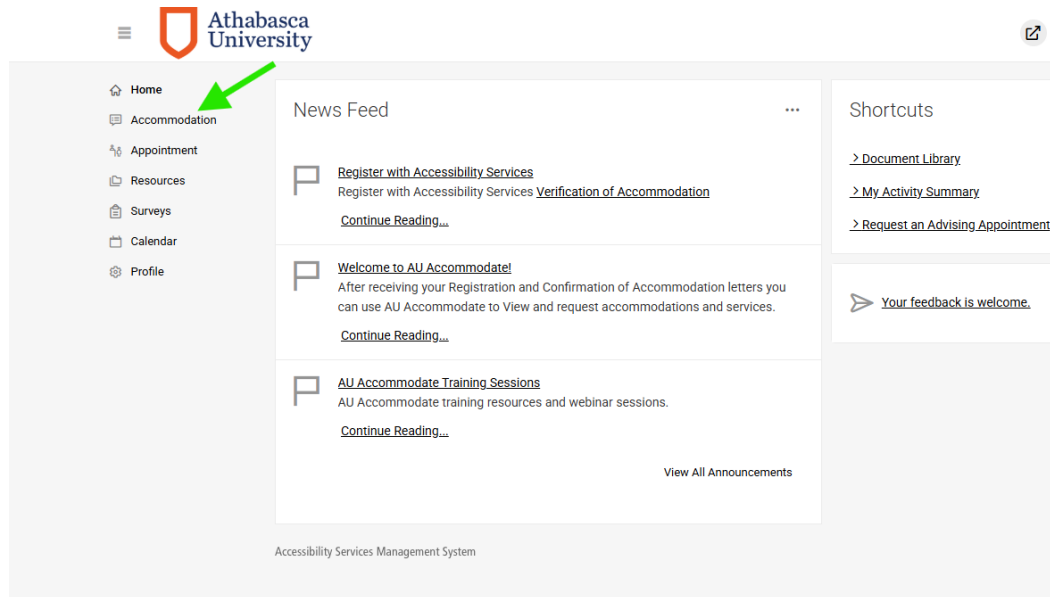
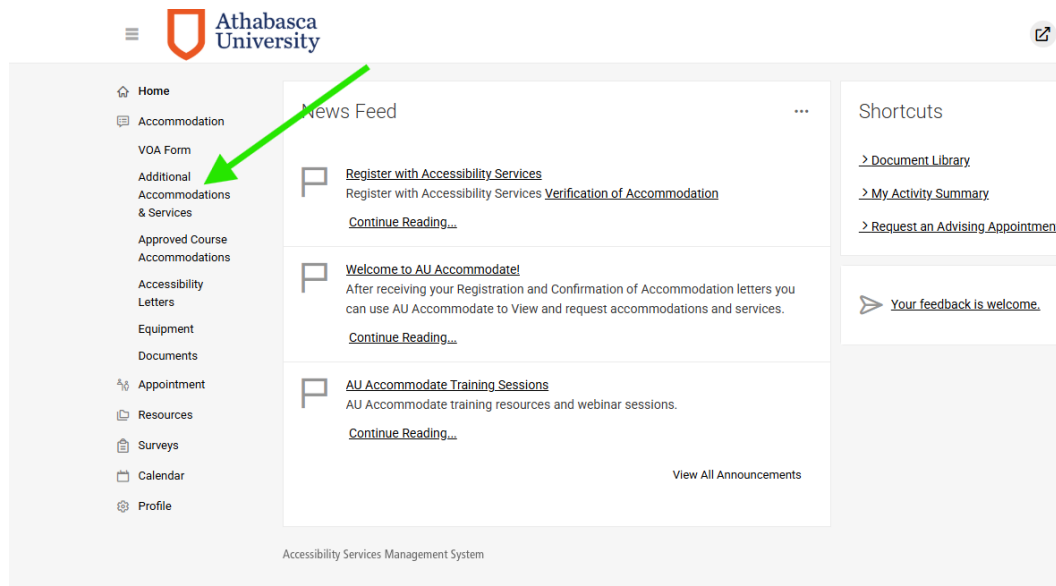


## How to request an extension through AU Accommodate

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



2. Then select "Additional Accommodations & Services."



#### 4. Select "Add New".

The screenshot shows the Athabasca University Accommodation system interface. The left sidebar contains a menu with options: Home, Accommodation, VOA Form, Additional Accommodations & Services, Approved Course Accommodations, Accessibility Letters, Equipment, Documents, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and includes a breadcrumb trail 'Return to Accommodation | Return to list (Accommodation)'. Below the title are tabs for 'VOA Form', 'Additional Accommodations & Services' (which is selected), 'Approved Course Accommodations', 'Letters', 'Equipment', and 'Documents'. Under the 'Additional Accommodations & Services' tab, there are sub-tabs for 'Active' and 'Archived'. A green arrow points to a blue 'Add New' button located below the 'Active' sub-tab. The main content area below the button is empty, displaying a 'No records' message with a stack of papers icon.

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

The screenshot shows the Athabasca University Accommodation system interface for creating a new record. The left sidebar is the same as in the previous screenshot. The main content area is titled '[new record]' and includes a breadcrumb trail 'Return to Accommodation | Return to list (Service Request Form)'. Below the title are tabs for '< Additional Accommodations & Services', 'Approved Course Accommodations', and 'Letters >'. The 'Additional Accommodations & Services' tab is selected. At the top of the form are buttons for 'Submit', 'Save', and 'Cancel'. Below these buttons is a note: '\* indicates a required field'. The main section is titled 'Additional Accommodations & Services' and contains the question 'What type of request is this?'. Below this question is a drop-down menu. A green arrow points to the 'Extension Request Form' option in the drop-down menu. The other options visible are 'Accommodation modification', 'Services and Equipment Grant', and 'Assistive Technology Services'. At the bottom of the form, it says 'Accessibility Services Management System'.

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