How to Schedule an Appointment

Students already registered with Disability Resources can schedule an appointment, view and activate their accommodations, request alternate format text and book tests and exams through their student account on Access+.

If you have any questions or need help with your Access+ account, please do not hesitate to contact the Disability Resources office at 403.357.3629 or email disabilityservices@rdc.ab.ca.

These instructions explain the steps to schedule an appointment with a Disability Resources Coordinator and/or an Accessibility Consultant.

You will learn how to:

- **Access+ portal**: Log in to your secure student account
- **Schedule appointments**: schedule an appointment with a Disability Resources Coordinator and/or an Accessibility Consultant.

You can log in to Access+ using your RDC username and password. This is the same password that you use to log into your Loop account.
1. Click on the Access+ link found in the Loop or by copying and pasting the URL below:

2. Log in to Access+ with your RDC username and password. This is the same username and password you use to log in to your computer or the Loop.

3. Select the “Schedule an appointment” option on the main menu page.
4. Select “Schedule an appointment” from the menu or the hyperlink within the text.

5. Select either ‘Disability Resources’ or ‘Assistive Technology’ from the drop down menu to view the available appointments for each staff member. Then double click an available appointment time.

Click ‘OK’ to confirm
6. Confirm your appointment by completing the booking information.

   Confirm the booking.

   Your booked appointment will show on the calendar.

4. You can view all of your booked appointments by selecting ‘calendar’ at the top of the page.