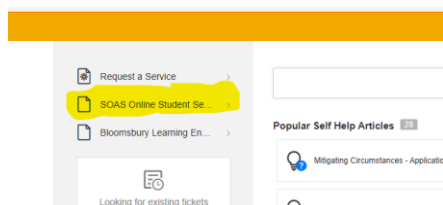


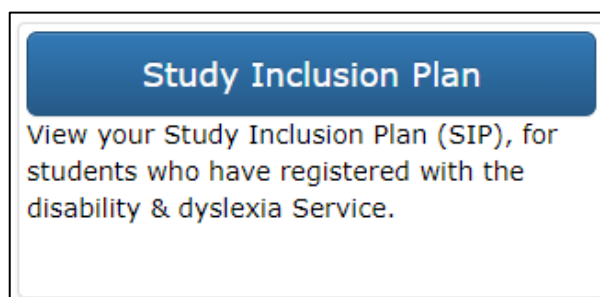
How to view and confirm your Study Inclusion Plan

Following a review by the disability officer of your evidence and completed confidentiality form, you will get an email to your SOAS email address with a link to <https://studentonline.soas.ac.uk>. This link is also on SID via My SOAS Student <https://www.soas.ac.uk/sid> on the top left-hand side [SOAS Online Student Services](#)



Follow these steps to review and confirm your SIP.

1. Log in to Online Student Services using your usual SOAS user ID and password.
2. Click on the **Study Inclusion Plan** button.



3. Some information about your SIP will be displayed. Check that it's correct and click the green **Proceed** button to move on.
4. The following two pages will display further information about your SIP. Use the drop-down menu and blue **Add** button to add additional disability types or impacts. You can remove any disability types or impacts by using the red **Remove** buttons Click **Confirm and Proceed** to move on to the next screen.

Longstanding illness or health condition	
Disability types for this category	
Chronic Fatigue Syndrome (CFS)	Remove
Please add any missing Disability Types to this Category (please click on the "please select" to display the drop down list and add one item at a time).	
Type:	(Please select...)
If you selected Other, please specify:	<input type="text"/>
Add	

5. The next two pages will list any reasonable adjustments and arrangements that have been added to your SIP. You can use the checkboxes on the right to remove any that you do not require. Click the green **Confirm and proceed** button to continue with your SIP.

Reasonable Adjustments	Department(s) responsible	I require this adjustment
Academic staff to avoid drawing attention to student leaving the room.	Academic	<input checked="" type="checkbox"/>
Student will benefit from clear structure in lectures and seminars, for example: explaining at the beginning of the lecture what the structure and main points will be.	Academic department	<input checked="" type="checkbox"/>

6. On the final screen, you can review all the information on your SIP. Please check that everything is correct. If there are further changes you would like to make, you can use the links near the top of the screen to go back to a previous page.

[Start](#) / [Disability details](#) / [Impact of disability](#) / [Exams arrangements](#) / [Study adjustments](#) / [Review SIP](#)

7. Click the green **Confirm** button to confirm your SIP. This will automatically send it to your module convenors.
8. Please use the blue **Download PDF** button to download a copy of your SIP. You can send this by email to any teaching or any staff you want to share it with.

You can log in via <https://studentonline.soas.ac.uk> to download a copy or view your SIP again any time you need to.

Each academic year you will need to log back to <https://studentonline.soas.ac.uk>, to view your SIP, go to the **Review SIP** section and click the green **Confirm** button to reconfirm your SIP to your new module convenors.

For more information, see the SIP FAQ's

<https://www.soas.ac.uk/study-inclusion-plans>

Please note: If you wish to update your SIP or you would like assistance with confirming your SIP, please contact Disability & Neurodiversity team (DNT) via SID on <https://www.soas.ac.uk/sid/> or disabilities@soas.ac.uk

Information on further support

<https://mysoas.sharepoint.com/sites/DisabilityAndNeurodiversity>