Disability Accommodation Pool (DAP)

User Manual
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SBCTC
WASHINGTON STATE BOARD FOR
COMMUNITY & TECHNICAL COLLEGES

Disability Accommodation Pool (DAP)
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To access the **Disability Accommodations Pool (DAP)** site go to http://apps.sbctc.edu/DAP

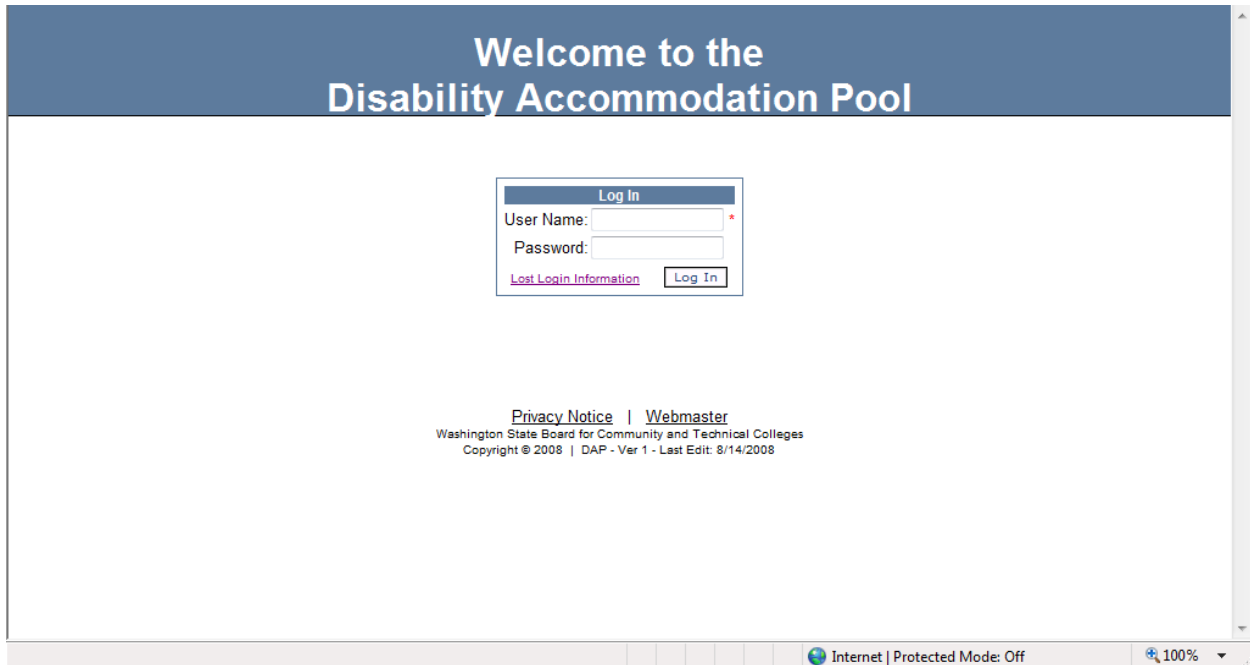## Contents

LOG IN

Enter **User Name** and **Password** and click on the **Log In** button.

- Colleges must use the User Name and Password assigned to the Vice President/Dean of Student s by the State Board to access the on-line application.
- If your Login information is lost, click on **Lost Login Information** to generate an email to SBCTC Student Services staff or call 360.704.4315 for assistance.

Note: If the site is inactive for more than 20 minutes you will be automatically logged out. You will need to re-enter your **User Name** and **Password** to continue working.

ACCOMODATIONS

To add expenditures, you must first "Select a Fiscal Year" from the drop down menu.

To Add a New Expenditure

- Select a **Category** and a **SubCategory** from the drop down menus in the first table. Enter the amount of the expenditure (whole dollars only) along with any explanatory comments.
- If the expenditure is listed as **Other**, please include an explanation in the **Comments** column. The **Comments** section can also be used to help you track when you added an expenditure, the date range that the expenditure covers or any other information that will be helpful to users on your campus.
- Click on the **Add** button and the expenditure will move to the second table.
- **Add** buttons will be grayed out and unavailable when the system is closed (April 2-June 30).

To Edit an Existing Expenditure

- Click on the word **Edit** in front of the accommodation expenditure you wish to change. You can edit expenditures at any time during the open period (July 1-April 1).
- **Edit** buttons will be grayed out and unavailable when the system is closed (April 2-June 30).

CONTACTS
Check contact information for accuracy

If there have been staffing changes, click on the **Contacts** tab at the top of the page to update the information.   It is important to make sure this information is correct, since all communication regarding the allocation of Disability Accommodation Pool Funds will be done via email to the contacts listed here.

Be sure to click the "**Save**" button when you are finished. You will get a message saying, "Your contact information has been saved" if the changes have been accepted by the system.

If there is a problem, a pop-up message will appear telling you which information needs to be corrected before the information will be updated. Correct that field and **Save** again to ensure that the updates have been accepted.

SBCTC
Check here for contact information of Student Services staff at the State Board office who can answer questions about the DAP web tool.

REPORTS

A variety of reports are available by clicking on the **Reports** tab.

- Select the report you want to view from the drop down menu.
- A second drop down menu will appear which will require you to choose the fiscal year.
- Finally, click on the Get Report button to bring up the report.

To save a report to your electronic files click on the Export to Excel button at the bottom of the page.

Reports include:

- My Expenditures

Category	SubCategory	Expenditures
Accessible transportation for students	General	$1,522.00
Alternate media supplies & equipment	Audiotapes	$1,525.00
Assistive technology software	Service and maintenance agreements	$15,000.00
Other	Other	$11,747.00
	Totals:	$29,794.00

- College Expenditures

College	Expenditures
Peninsula College	$52,547.00
Grays Harbor College	$29,794.00
Olympic College	$19,575.00
North Seattle Comm College	$10,000.00
South Seattle Comm College	$10,000.00
Centralia College	$3,750.00

- College Category Totals

- College Other Comments

HELP

Documents

Check here to download copies of the **DAP User Manual**, definitions of the available categories, and other helpful documents.

Categories Available

Check here for detailed explanations of allowable expenditures by category.

- Click on one of the categories listed and a pop-up box will appear with an explanation of expenditures that can be reported under that category.
- To move to another category click on the **"Click to Close"** text in the pop-up box, then click on another category.