Requesting Accommodations/
Sending out Faculty Notification Letters

1. Login to the DSS Student Portal with your UAB username and password.

2. From your dashboard find the ‘Select Accommodations for Your Class’ section. Under ‘Step 1’ you will find a list of classes you have registered for. Select the classes you wish to receive accommodations for.
3. Select ‘Step 2: Continue to Customize Your Accommodations’

4. On this page you will choose the accommodations you want to use in each class. When you are finished making your choosing your accommodations, select the ‘Submit Your Accommodation Request’ button.

5. Once you have made your request, DSS emails the Faculty Notification Letter to your instructor. You will also receive a copy of the letter.