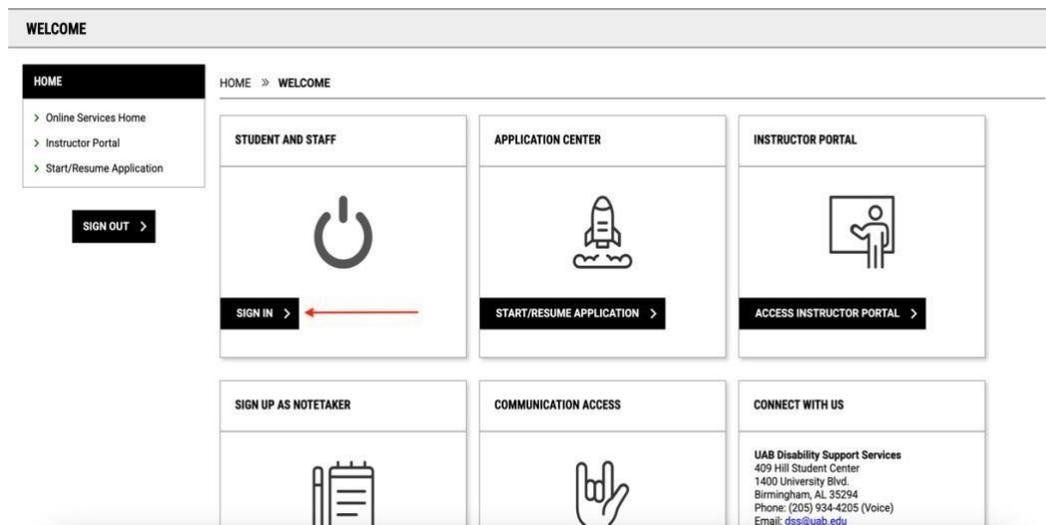
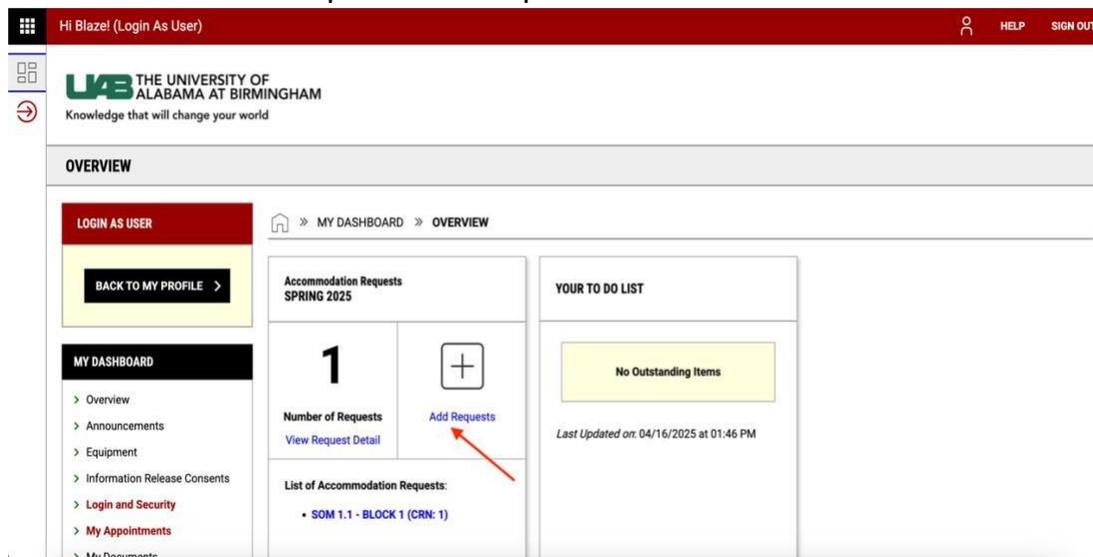


Requesting Accommodations and Sending Faculty Notification Letters

1. Login to the [DSS Online Portal](#) with your UAB username and password.



2. Under the Accommodations section. Go to 'Add Requests' you will see a list of your courses to select or update the request.



3. You will see a list of your courses to select to submit your accommodations request.

The screenshot shows a web interface for submitting accommodations requests. At the top, there is a navigation bar with 'LOGIN AS USER' on the left and 'OVERVIEW' and 'BY TERM' on the right. Below the navigation bar, there is a breadcrumb trail: 'MY DASHBOARD > ACCOMMODATIONS > ACCOMMODATION REQUESTS'. A yellow banner at the top indicates the current term is 'Term: Spring 2025', with 'Previous Term' and 'Next Term' links. The main content area is titled 'ACCOMMODATION REQUESTS' and includes a dropdown menu for 'How to Request Accommodations'. Below this, the 'STEP: SELECT COURSES' section shows a list of courses with checkboxes. The course 'DEMO 1234.DEMO - BLAZE WAY - DEMO (CRN: 1234)' is selected. There is an option to 'Apply the same accommodations to all selected courses.' and a 'CONTINUE TO NEXT STEP >' button. On the left side, there is a 'MY DASHBOARD' sidebar with various menu items like 'Overview', 'Announcements', 'Equipment', 'Information Release Consents', 'Login and Security', 'My Appointments', 'My Documents', 'My Files', 'My Eligibility', 'My E-Form Agreements', 'My Mailbox (Sent Emails)', and 'My Signup List'. Below the sidebar is an 'ACCOMMODATIONS' section with options like 'List Requests', 'Additional Accommodation Request Form', 'Alternative Testing', and 'Alternative Formats'.

4. You will then be directed to choose the accommodations you want to use in each course. When you are finished choosing your accommodations, select the 'Submit Request' button.

The screenshot shows the 'STEP: FINAL STEP' page for selecting accommodations. The course title is 'DEMO 1234.DEMO'. Below the course title, there is a dropdown menu for 'Course Detail'. The 'SELECT ACCOMMODATIONS' section lists various options with checkboxes: 'Select All', 'Books in Alternative Format', 'Captioned Videos', 'Clinical placement in close proximity to UAB Campus', 'Extra Time 1.50x', 'Peer Notetaking', 'Real Time Transcribing', and 'I do not need accommodation for this course: DEMO 1234.DEMO.'. On the right side, there is a yellow box with a warning: 'We recommend that you reach out to each of your professors to discuss your accommodations for the current term and how they will be implemented. To ensure you and your instructor have an understanding of how the accommodations are meant to be implemented. Please note that the reasonableness of the accommodation is determined by your instructors and will vary for each course depending on requirements.' Below this warning, there are two buttons: 'SUBMIT REQUEST >' and 'START OVER >'. On the left side, there is a 'MY DASHBOARD' sidebar with various menu items like 'Overview', 'Announcements', 'Equipment', 'Information Release Consents', 'Login and Security', 'My Appointments', 'My Documents', 'My Files', 'My Eligibility', 'My E-Form Agreements', 'My Mailbox (Sent Emails)', and 'My Signup List'. Below the sidebar is an 'ACCOMMODATIONS' section with options like 'List Requests', 'Additional Accommodation Request Form', 'Alternative Testing', and 'Alternative Formats'.

- Once you have made your request, DSS emails the Faculty Notification Letter to your instructor. A copy of the letter will be located in your 'Mailbox' on the database and within the 'Course Overview'.

BACK TO MY PROFILE >

SUCCESS! YOUR ACTION HAS BEEN COMPLETED
The system has successfully saved your action.

Previous Term **Term: Spring 2025** Next Term

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > **Login and Security**
- > **My Appointments**
- > My Documents
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List

ACCOMMODATIONS

- > List Requests
- > Additional Accommodation Request Form

ACCOMMODATION REQUESTS

How to Request Accommodations ▾

The following class which accommodations were requested by the student:

- **DEMO 1234.DEMO - BLAZE WAY - DEMO (CRN: 1234)**

DEMO 1234.DEMO

Status: **Approved**

Course Title: **Blaze Way - Demo (1234)**

Available Action: **Modify Request**

Request Summary ▾

Course Detail ▾

Accommodation Requested:

SOM 1.1

Status: **Approved**

Course Title: **Block 1 (1)**

Available Action: **Modify Request**

Request Summary ▾

Course Detail ▾

Accommodation Requested:

SOM 2.2

- To modify accommodation requests select 'By Term' and then select the classes that need to be modified for the term.

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > **Login and Security**
- > **My Appointments**
- > My Documents
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List

ACCOMMODATIONS

Home » MY DASHBOARD » ACCOMMODATIONS » **ACCOMMODATION REQUESTS** **OVERVIEW** BY TERM

COURSE INFORMATION

Term: **Spring 2025**

Course: **SOM 2.2 - BLOCK 2 (CRN: 2)**

Type: **Not Specified**

Campus: **Not Specified**

Instructors and Meeting Times ▾

BACK TO LIST >

REQUEST STATUS

Status: **Accommodation Not Required**

Faculty Notification Letter: **Not Available**

ACCOMMODATIONS

Important Note: All changes to approved accommodation request will be placed under Pending Changes status for review.

SELECT ACCOMMODATIONS *

- Books in Alternative Format
- Clinical placement in close proximity to UAB Campus
- Extra Time 1.50x
- Peer Notetaking

UPDATE REQUEST >

CANCEL REQUEST >

AVAILABLE ACTIONS