How to Request an Interpreter or Captionist

1. Select the “DSS Student Portal Login” button on the DSS webpage. This will bring you to the DSS Database where you will use your UAB username and password to sign in.

2. On the left side of your Main Dashboard under “My Accommodations,” select “Communication Access.”
3. The **Communication Access Page** will include all your classes that you have sent out Accommodation letters to request a Notetaker. This will also tell you who is assigned to your class.

Monday, June 04, 2018 at 10:20 AM - 12:20 PM  
**PY 216 Elementary Statistical Methods**  
Request Status: *Assigned (Finalized)*  
Assigned to: **Signs Excellence**  
Submitted on: Monday, May 21, 2018 at 01:58:56 PM  
[View or Modify Request]  
[Copy Request]

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Monday, June 04, 2018 at 12:30 PM - 01:20 PM  
**PY 216L Statistical Methods Lab**  
Request Status: *Assigned (Finalized)*  
Assigned to: **Signs Excellence**  
Submitted on: Monday, May 21, 2018 at 02:00:00 PM  
[View or Modify Request]  
[Copy Request]

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4. To request an Interpreter for outside of class events (Meetings with advisors or Professors, lectures, etc.), click the button in the top right, “Custom Request.”

**Submit Custom Request**  
Simple and Easy Way to Track and Request Your Services

5. Continue to the “Custom Request” Form by selecting the second box.
6. Select “Non Class Related Request” and Continue.

7. Fill out the Event Information and then select “Submit Custom Request.” You will receive an email from DSS when someone is assigned.