

## Instructions for Using the DSS Student Portal to Apply for Services

- Access the application through the student portal at: <https://sa.uab.edu/dss/>
  - **Please note:** You must sign in to the application with your Blazer ID and password. If you do not have a Blazer ID and password, please contact DSS directly at 205-934-4205 to obtain a copy of the application.
- Once you have signed in, you will be redirected to a screen which reads “Welcome to Disability Support Services!”.
  - Click on the “Start Application” button at the bottom of the page to begin your application.
- Once you have started the application, you may click the “Back” button on your internet browser at any time to go to a previous page of the application. Also, you will have the opportunity to review your application before submitting. The application contains the following 6 sections:

### **Section I. General Information**

—Your full name, student ID, date of birth, home address and phone, email address, and mailing address will automatically populate from the information UAB has on file in BlazerNet. You will have the option of providing an additional phone number if you wish.

### **Section II. Release of Information**

- You have the option of giving DSS permission to share with others information regarding your registration status.
  - Click the box next to each individual you would like DSS to release information to. You may also type the specific name of the individual(s) in the text box provided.
  - You must electronically sign by typing your full name into the text box next to “Electronic Signature” exactly as it appears in Section I, then click the “Continue” button.

### **Section III. Current / Anticipated UAB Enrollment**

- You will be redirected to the “Application to Receive Accommodations” page.
  - Click in the circle next to the category that applies to you.
    - **Prospective:** you will be entering UAB
    - **Transfer:** you are transferring from another institution to UAB
    - **Transient:** you are taking a course at UAB but are still enrolled at another institution
    - **Undergraduate:** you are currently enrolled at UAB
    - **Graduate:** you are currently enrolled in a graduate program at UAB

#### **Section IV. Diagnostic Information**

—You will be asked to enter information pertaining to your diagnosis and date of onset, how your disability affects you, and contact information for your evaluators or treatment providers.

—After you have entered your information in the text boxes, you will be asked to check any major life activities that you believe are affected as a result of your diagnosis / disability.

- Click on the “Continue” button when you are ready to go to the next page of the application.

#### **Section V. Service / Accommodation History**

—This section will ask you about your previous experiences with accommodations. Check the response that best pertains to you, and you also have the option of typing additional information into the text boxes.

- Click on the “Continue” button when you are ready to go to the next page of the application.

#### **Section VI. Service / Accommodation Requests**

This section will ask you about the accommodations you would like to request at UAB. Check the response that best pertains to you, and you also have the option of typing additional information into the text boxes.

- Click on the “Continue” button when you are ready to go to the next page of the application.

—Once you have completed all sections you will be redirected to the Application Review screen where you will have the opportunity to review your application and make any final changes before submitting to DSS. Once you have made any edits, click on the “Submit Application” button. You will be directed to the main page of the Student Portal where you can view your status.

- Your status will be listed as “Pending” until you have completed all steps of the registration process.
- You can track your steps in the registration process (i.e. when DSS received and reviewed your application and documentation, and when your DSS meetings are scheduled).

—You can refer to this page as often as you wish to track your registration status. To log out of the portal, you will click on “Sign out” in the top right corner.

—For more information on the next steps in the DSS registration process once you have submitted your application, visit our website at [www.uab.edu/dss](http://www.uab.edu/dss) and click the “Applying for Services” link.