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 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. A copy of the letter will be located in your ‘Mailbox’ on the database.

**Notification of Academic Accommodations** — Monday, October 31, 2016
AIM 101.001 - TESTING OUT AIM (CRN: 12345) — Fall 2016
Instructor: Jessica Wright

**TO FACULTY:**

- This document serves as your official notice of the academic accommodations to reduce access barriers to your course for [redacted]. SID: [redacted], who has also received a copy of this email.
- It is your responsibility to facilitate and ensure that the listed accommodations are implemented. Please seek guidance from DSS for assistance.
- The student has been reminded that he/she is responsible for contacting you to discuss implementation of the accommodations.
- Please respect the student’s right to confidentiality, and communicate with him/her about accommodations in a private manner (e.g., via email, appointment, etc.). It is the student’s decision whether or not to share specifics about his/her disability.

Below is a list of reasonable and appropriate accommodations for this student to utilize.

**Academic Accommodations:**

**PLEASE COMPLETE: Alternative Testing Contract**
Student is eligible for Alternative Testing services, please fill out alternative testing contract for the student by using the following link:
https://teton.accessiblelearning.com/UB/ContractInstructor.aspx?ID=133&CID=77018&Key=43Cathen. If you have filled a similar alternative testing contract for another student in the same class, please do not hesitate to contact us or send us an email to copy the alternative testing contract for the other student.

1. **Alternative Testing**
   - **No Scanntrons**
   - **Reduced Distraction Testing Environment**

2. **Classroom Access**
   - **Permission to use audio recorder**

3. **Peer Notetaking**
   - **Peer Notetaker**
     - Student may request a peer notetaker for assistance in taking notes. Please...