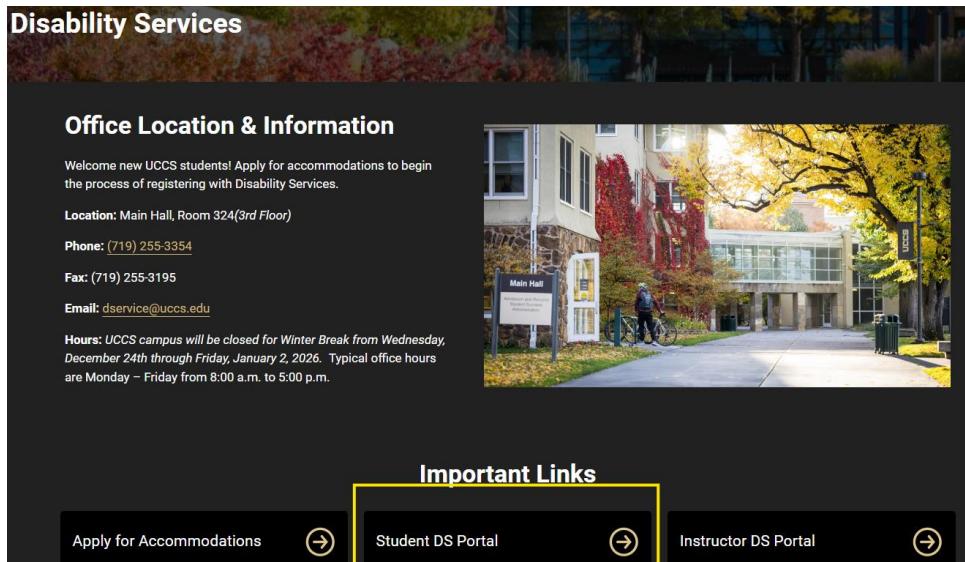


Semester Request – Renewing Academic Accommodations

This guide will provide step-by-step instructions on how to request accommodations:

1. Access the DS Portal link located on the DS home page:



Disability Services

Office Location & Information

Welcome new UCCS students! Apply for accommodations to begin the process of registering with Disability Services.

Location: Main Hall, Room 324(3rd Floor)

Phone: (719) 255-3354

Fax: (719) 255-3195

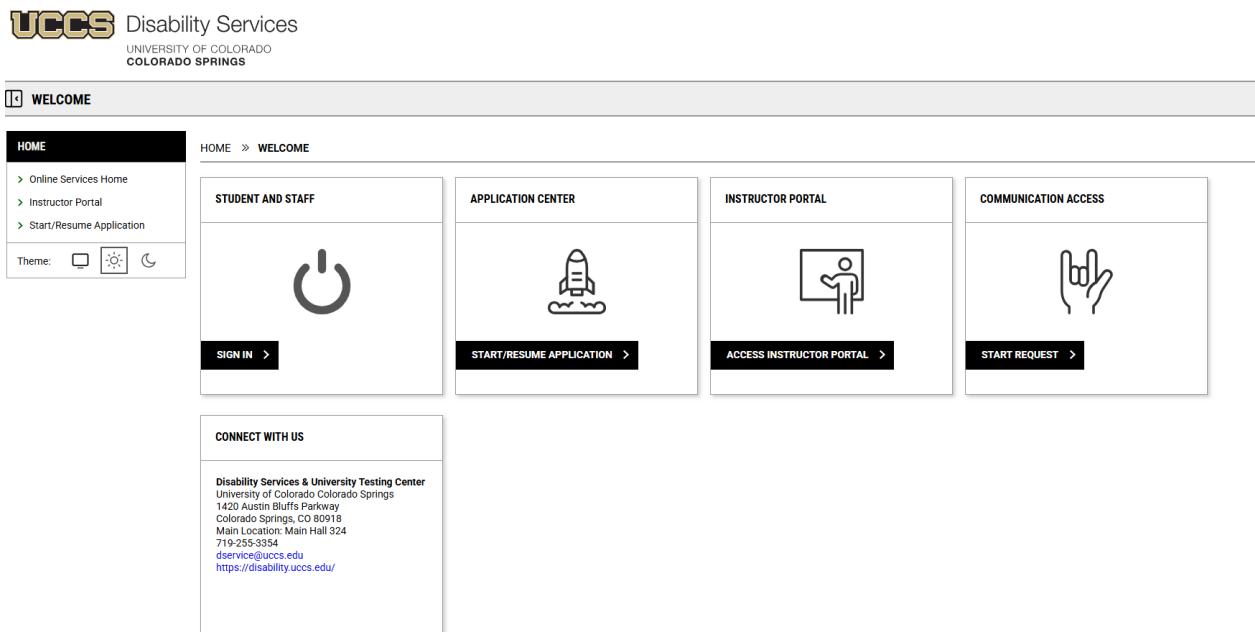
Email: dservice@uccs.edu

Hours: UCCS campus will be closed for Winter Break from Wednesday, December 24th through Friday, January 2, 2026. Typical office hours are Monday – Friday from 8:00 a.m. to 5:00 p.m.

Important Links

Apply for Accommodations → Student DS Portal → Instructor DS Portal

2. Follow the steps for the single sign on if prompted which will then take you to the DS Portal main screen



WELCOME

HOME

- Online Services Home
- Instructor Portal
- Start/Resume Application

Theme:

STUDENT AND STAFF

APPLICATION CENTER

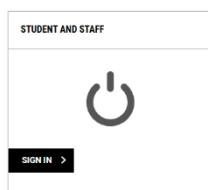
INSTRUCTOR PORTAL

COMMUNICATION ACCESS

CONNECT WITH US

Disability Services & University Testing Center
University of Colorado Colorado Springs
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Main Hall, Room 324
719-255-3354
dservice@uccs.edu
<https://disability.uccs.edu/>

3. Click on the “Student and Staff” box to start the sign in process.



STUDENT AND STAFF

SIGN IN >

4. Once you login to DS Portal you will be directed to your Overview-Dashboard page. You will see separate widgets or boxes. These will include your Accommodation Requests for the current semester, who your advisor is, any equipment being loaned to you, and alternative format requests if you are a student that uses and has submitted any.

Accommodation Requests
FALL 2025

2

Number of Requests

Add Requests

View Request Detail

List of Accommodation Requests:

- AIM 100.A - AIM TEST CLASS (CRN: 99999)
- TST 801.D - AIM TEST (CRN: 9998)

ADVISOR

Name
Ida Dilwood

Email
Send Email

YOUR NOTIFICATIONS

THIS IS AN EXAMPLE OF A USER NOTIFICATION

This is used to provide an individual user (it can be an employee or a student) with a notification that will appear in their dashboard. It must be manually added or removed in the User Service Center for each person. If you want examples of how this is used submit a ticket.

This is a feature that is not required for initial deployment. You may wish to wait to use this feature until you have experience with the system.

QUESTION?

CUSTOMIZE ME This is your default email signature that will populate in all email templates unless you provide a custom signature for that particular email template. This should be your general contact information for your office.

5. To submit a request start by clicking on “List Requests” under the “Accommodations” section on the far left side of the screen.

MY DASHBOARD

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

ACCOMMODATIONS

- List Requests**
- Additional Accommodation Request
- Alternative Testing
- Notetaking Services

6. Select the Courses that you need to request Accommodations for.

ACCOMMODATION REQUESTS	
How to Request Accommodations ▼	
STEP: SELECT COURSES	
<input type="checkbox"/> ASL 1020.001 - AMER SIGN LANGUAGE II (CRN: 12397) <input type="checkbox"/> ENGL 3110.001 - ADVANCED GRAMMAR (CRN: 10277) <input type="checkbox"/> ENGL 3370.0L1 - AMER LITERATURE 1945-PRESENT (CRN: 21116) <input type="checkbox"/> ENGL 3890.001 - SP TPCS TEACH WRTNG (CRN: 21120) <input type="checkbox"/> ENGL 3910.001 - LIT GENRES AND TRADITIONS (CRN: 21118) <input type="checkbox"/> GES 3250.0L1 - CLIMATE CHANGE (CRN: 11901)	
<input type="checkbox"/> Apply the same accommodations to all selected courses.	
CONTINUE TO NEXT STEP >	

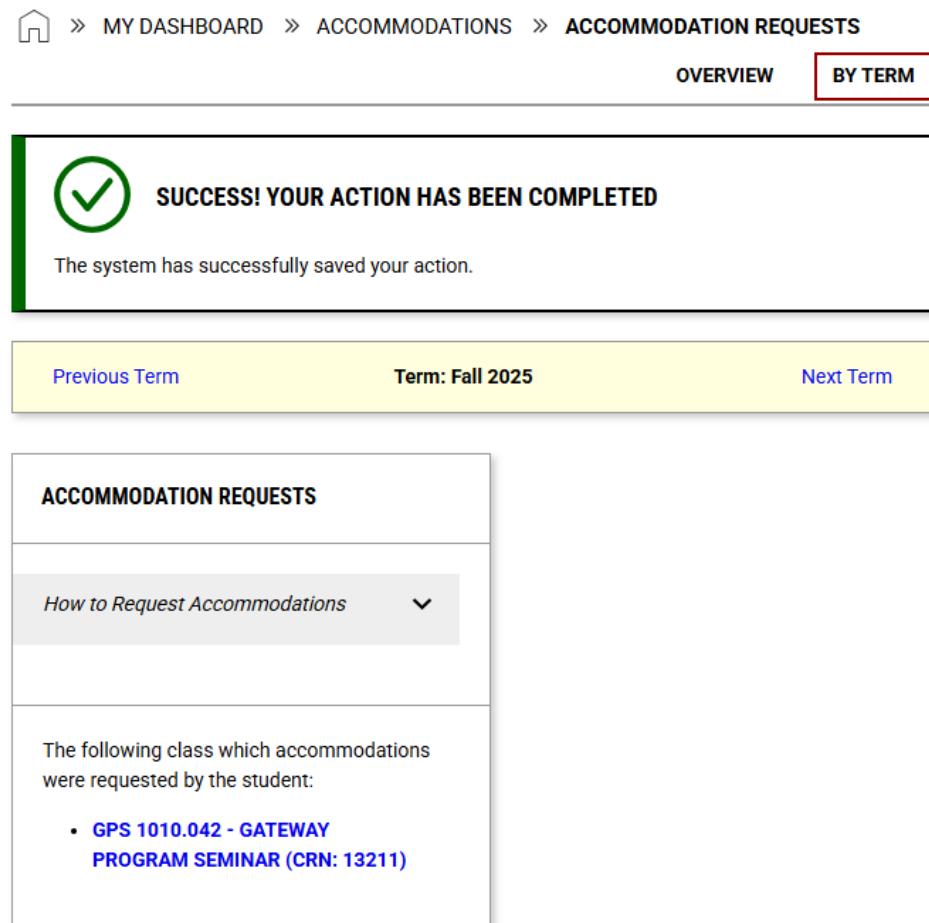
Note: If you select courses and click on “Continue to next step” it will then bring to the next window where you can select accommodations for each class.

ASL 1020.001 Course Title: ASL 1020.001 - Amer Sign Language II (CRN: 12397) Course Detail ▼	ENGL 3110.001 Course Title: ENGL 3110.001 - Advanced Grammar (CRN: 10277) Course Detail ▼	ENGL 3370.0L1 Course Title: ENGL 3370.0L1 - Amer Literature 1945-Present (CRN: 21116) Course Detail ▼
SELECT ACCOMMODATIONS		
<input type="checkbox"/> Select All Alternative Testing <input type="checkbox"/> Distraction Reduced Environment <input type="checkbox"/> Extra Time 1.50x Classroom Access <input type="checkbox"/> Limited Attendance Flexibility <input type="checkbox"/> Limited Deadline Flexibility <input type="checkbox"/> Opportunity To Leave Class		
<input type="checkbox"/> Select All Alternative Testing <input type="checkbox"/> Distraction Reduced Environment <input type="checkbox"/> Extra Time 1.50x Classroom Access <input type="checkbox"/> Limited Attendance Flexibility <input type="checkbox"/> Limited Deadline Flexibility <input type="checkbox"/> Opportunity To Leave Class		
<input type="checkbox"/> Select All Alternative Testing <input type="checkbox"/> Distraction Reduced Environment <input type="checkbox"/> Extra Time 1.50x Classroom Access <input type="checkbox"/> Limited Attendance Flexibility <input type="checkbox"/> Limited Deadline Flexibility <input type="checkbox"/> Opportunity To Leave Class		
<input type="checkbox"/> I do not need accommodation for this course: ASL 1020.001 .		
<input type="checkbox"/> I do not need accommodation for this course: ENGL 3110.001 .		
<input type="checkbox"/> I do not need accommodation for this course: ENGL 3370.0L1 .		
STEP: FINAL STEP		
SUBMIT REQUEST >		
START OVER >		

Otherwise if you click on “Apply the same accommodations to all selected course” it will let you apply the same accommodations to all those courses on the next page.

STEP: FINAL STEP	
Selected Courses ▼	
SELECT ACCOMMODATIONS *	
<input type="checkbox"/> Select All Alternative Testing <input type="checkbox"/> Distraction Reduced Environment <input type="checkbox"/> Extra Time 1.50x Classroom Access <input type="checkbox"/> Limited Attendance Flexibility <input type="checkbox"/> Limited Deadline Flexibility <input type="checkbox"/> Opportunity To Leave Class	
SUBMIT REQUEST >	

7. Click on the “Submit Request” button.
8. After you submit the request you will be prompted to the next window with a message at the top next a green circled checkmark that reads “Success! Your Action has Been Completed”



The screenshot shows a user interface for managing accommodation requests. At the top, there is a navigation bar with icons for home, my dashboard, accommodations, and accommodation requests. Below the navigation, there are two tabs: 'OVERVIEW' and 'BY TERM', with 'BY TERM' being the active tab. A prominent message box in the center displays a green checkmark icon and the text 'SUCCESS! YOUR ACTION HAS BEEN COMPLETED'. Below this message, a smaller text states 'The system has successfully saved your action.' Below the message box, there is a navigation bar with links for 'Previous Term', 'Term: Fall 2025' (which is highlighted in blue), and 'Next Term'. On the left, there is a sidebar titled 'ACCOMMODATION REQUESTS' with a dropdown menu labeled 'How to Request Accommodations'. The main content area displays a list of classes for which accommodations were requested, with one item listed: 'GPS 1010.042 - GATEWAY PROGRAM SEMINAR (CRN: 13211)'.

Please don't hesitate to reach out to Disability Services if you have any questions!