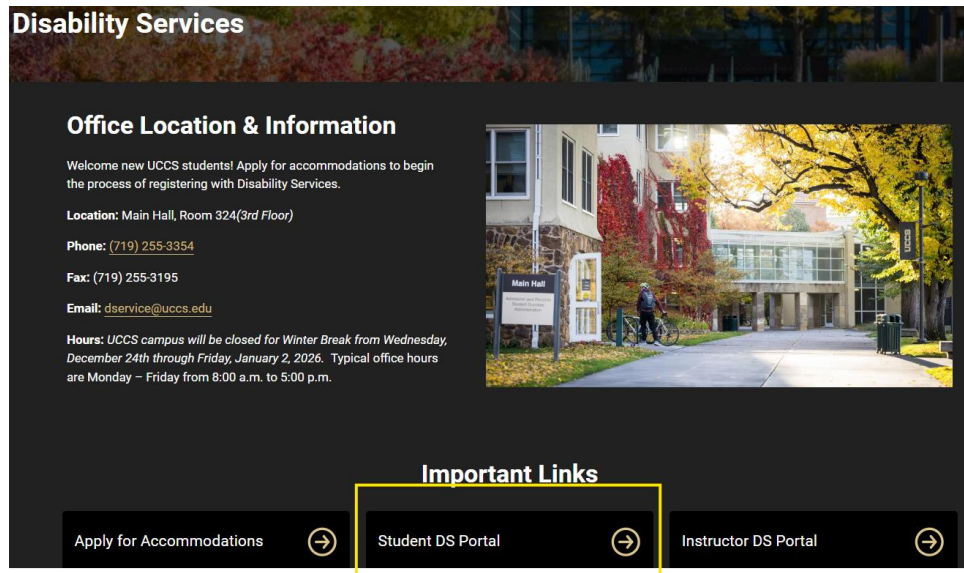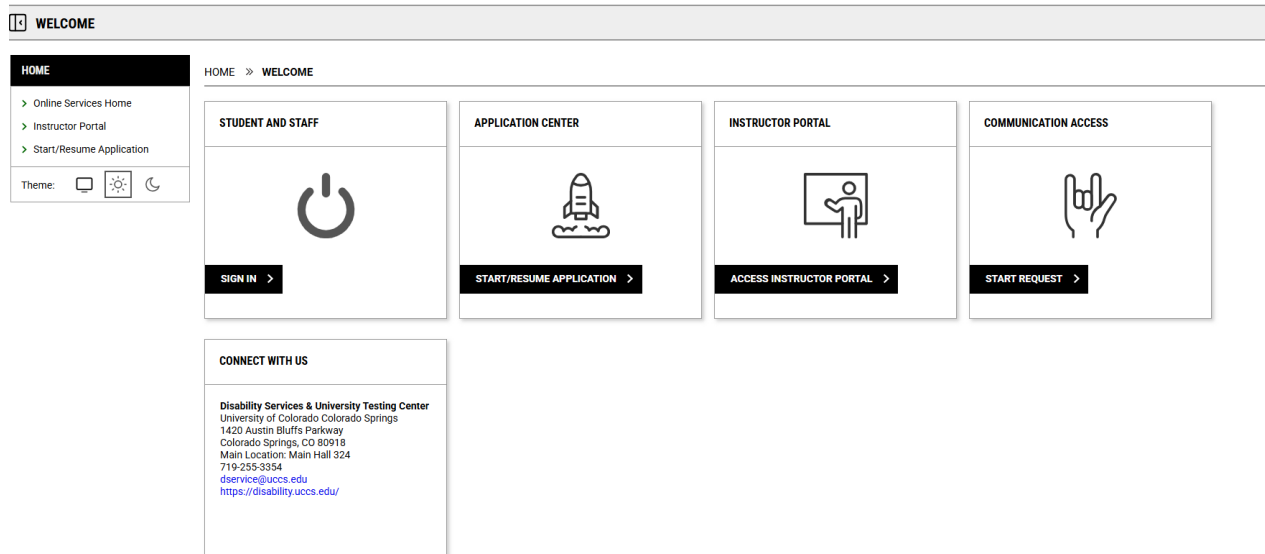## Semester Request – Renewing Academic Accommodations

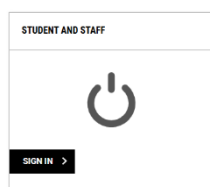This guide will provide step-by-step instructions on how to request accommodations:

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

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

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

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.

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

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

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.

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.

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"

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