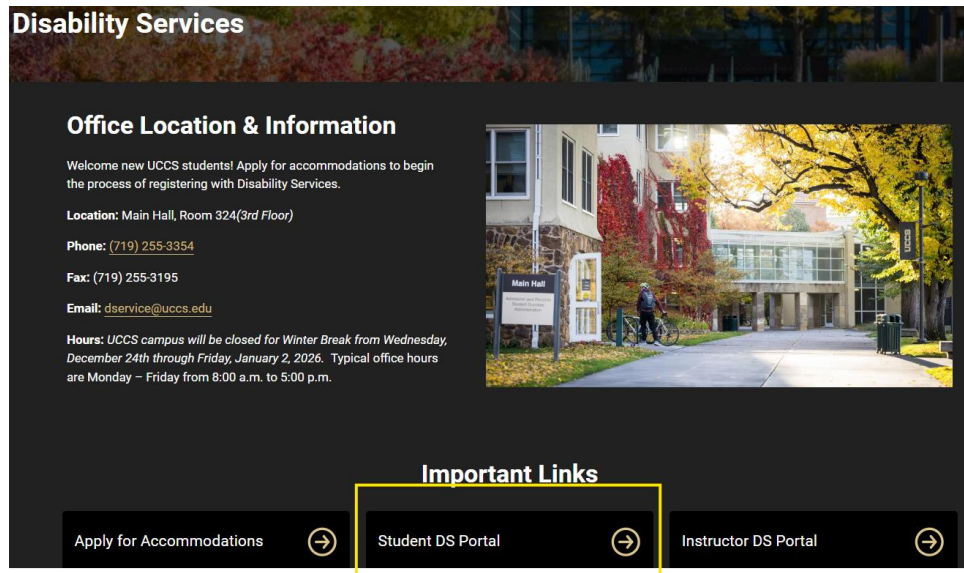




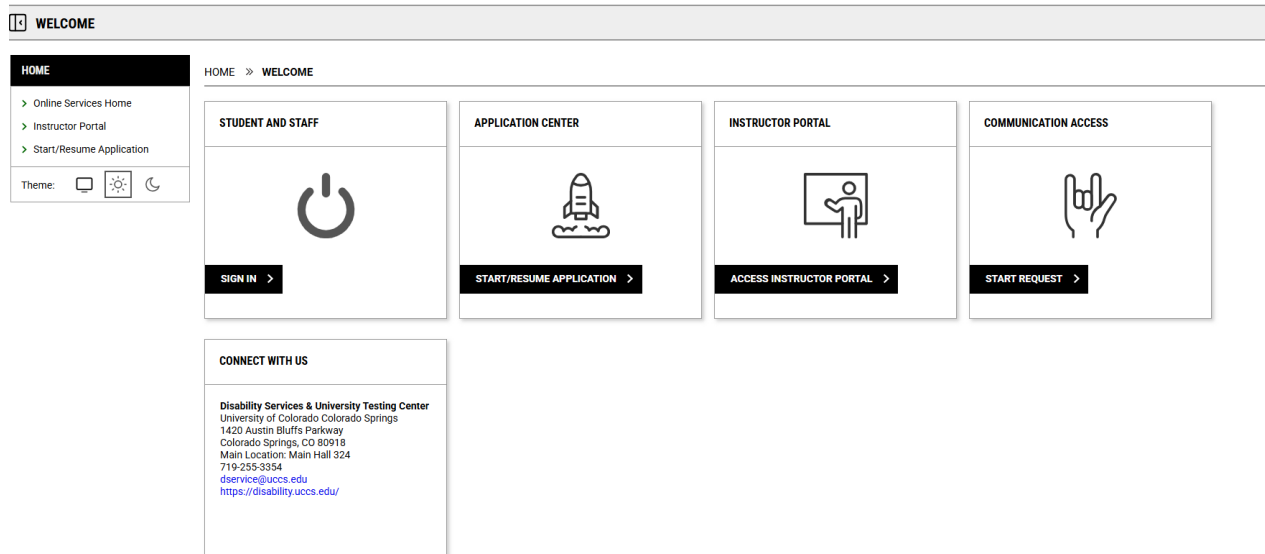
## Semester Request – Renewing Academic Accommodations

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

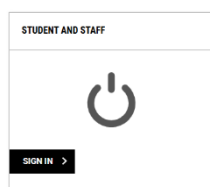
1. Access the DS Portal link located on the DS home page:



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.

The screenshot shows the DS Portal Overview-Dashboard page. At the top, there is a navigation bar with 'LOGIN AS USER' and a breadcrumb trail: 'MY DASHBOARD > OVERVIEW'. Below this, the page is divided into several sections. On the left, there is a sidebar with 'MY DASHBOARD' and 'ACCOMMODATIONS' sections. The 'MY DASHBOARD' section includes links to Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). The 'ACCOMMODATIONS' section includes links to List Requests, Additional Accommodation Request, Alternative Testing, and Alternative Formats. The main content area is divided into three columns. The first column, titled 'Accommodation Requests FALL 2025', shows a large number '2' for the 'Number of Requests' and a button 'Add Requests'. Below this, there is a 'List of Accommodation Requests' with two items: 'AIM 100.A - AIM TEST CLASS (CRN: 99999)' and 'TST 801.D - AIM TEST (CRN: 9998)'. The second column, titled 'ADVISOR', shows the name 'Ida Dilwood' and a button 'Send Email'. The third column, titled 'YOUR NOTIFICATIONS', contains a notification box with the text '\*\*\*THIS IS AN EXAMPLE OF A USER NOTIFICATION\*\*\*' and a description of the notification system. At the bottom of the page, there is a 'QUESTION?' section with a note about customizing the email signature.

LOGIN AS USER

» MY DASHBOARD » OVERVIEW

BACK TO MY PROFILE >

**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
- > Alternative Formats

**Accommodation Requests FALL 2025**

2

Number of Requests

[View Request Detail](#)

[Add Requests](#)

**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.

The screenshot shows the sidebar menu of the DS Portal. It is divided into two main sections: 'MY DASHBOARD' and 'ACCOMMODATIONS'. The 'MY DASHBOARD' section includes links to Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). The 'ACCOMMODATIONS' section includes links to List Requests, Additional Accommodation Request, Alternative Testing, and Notetaking Services. The 'List Requests' link is highlighted with a yellow box.

**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**

- ☐ ASL 1020.001 - AMER SIGN LANGUAGE II (CRN: 12397)
- ☐ ENGL 3110.001 - ADVANCED GRAMMAR (CRN: 10277)
- ☐ ENGL 3370.0L1 - AMER LITERATURE 1945-PRESENT (CRN: 21116)
- ☐ ENGL 3890.001 - SP TPCS TEACH WRTNG (CRN: 21120)
- ☐ ENGL 3910.001 - LIT GENRES AND TRADITIONS (CRN: 21118)
- ☐ GES 3250.0L1 - CLIMATE CHANGE (CRN: 11901)

☐ 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.

**STEP: FINAL STEP**

**SUBMIT REQUEST** >

**START OVER** >

ASL 1020.001	ENGL 3110.001	ENGL 3370.0L1
Course Title: ASL 1020.001 - Amer Sign Language Ii (CRN: 12397)	Course Title: ENGL 3110.001 - Advanced Grammar (CRN: 10277)	Course Title: ENGL 3370.0L1 - Amer Literature 1945-Present (CRN: 21116)
<i>Course Detail</i> ▼	<i>Course Detail</i> ▼	<i>Course Detail</i> ▼
<b>SELECT ACCOMMODATIONS</b>	<b>SELECT ACCOMMODATIONS</b>	<b>SELECT ACCOMMODATIONS</b>
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<b>Alternative Testing</b>	<b>Alternative Testing</b>	<b>Alternative Testing</b>
<input type="checkbox"/> Distraction Reduced Environment	<input type="checkbox"/> Distraction Reduced Environment	<input type="checkbox"/> Distraction Reduced Environment
<input type="checkbox"/> Extra Time 1.50x	<input type="checkbox"/> Extra Time 1.50x	<input type="checkbox"/> Extra Time 1.50x
<b>Classroom Access</b>	<b>Classroom Access</b>	<b>Classroom Access</b>
<input type="checkbox"/> Limited Attendance Flexibility	<input type="checkbox"/> Limited Attendance Flexibility	<input type="checkbox"/> Limited Attendance Flexibility
<input type="checkbox"/> Limited Deadline Flexibility	<input type="checkbox"/> Limited Deadline Flexibility	<input type="checkbox"/> Limited Deadline Flexibility
<input type="checkbox"/> Opportunity To Leave Class	<input type="checkbox"/> Opportunity To Leave Class	<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.

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 \***

☐ Select All

**Alternative Testing**

☐ Distraction Reduced Environment

☐ Extra Time 1.50x

**Classroom Access**


☐ Limited Attendance Flexibility

☐ Limited Deadline Flexibility


☐ 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”

 » MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

OVERVIEW **BY TERM**

 **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**  
The system has successfully saved your action.

[Previous Term](#) **Term: Fall 2025** [Next Term](#)

**ACCOMMODATION REQUESTS**  
*How to Request Accommodations* ▼  
The following class which accommodations were requested by the student:

- [GPS 1010.042 - GATEWAY PROGRAM SEMINAR \(CRN: 13211\)](#)

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