

# How to Send Accommodation Letters to Your Professors

## Portal Access

- 1 Navigate to <https://www.unco.edu/disability-resource-center/>

Monday, Wednesday, Thursday, Friday 10–11 a.m.

### More in Disability Resource Center

[Accommodations](#) [Student Resources](#) [Faculty Resources](#) ↗ [Our Team](#)

## DRC Online Access



[Student Portal Login](#)

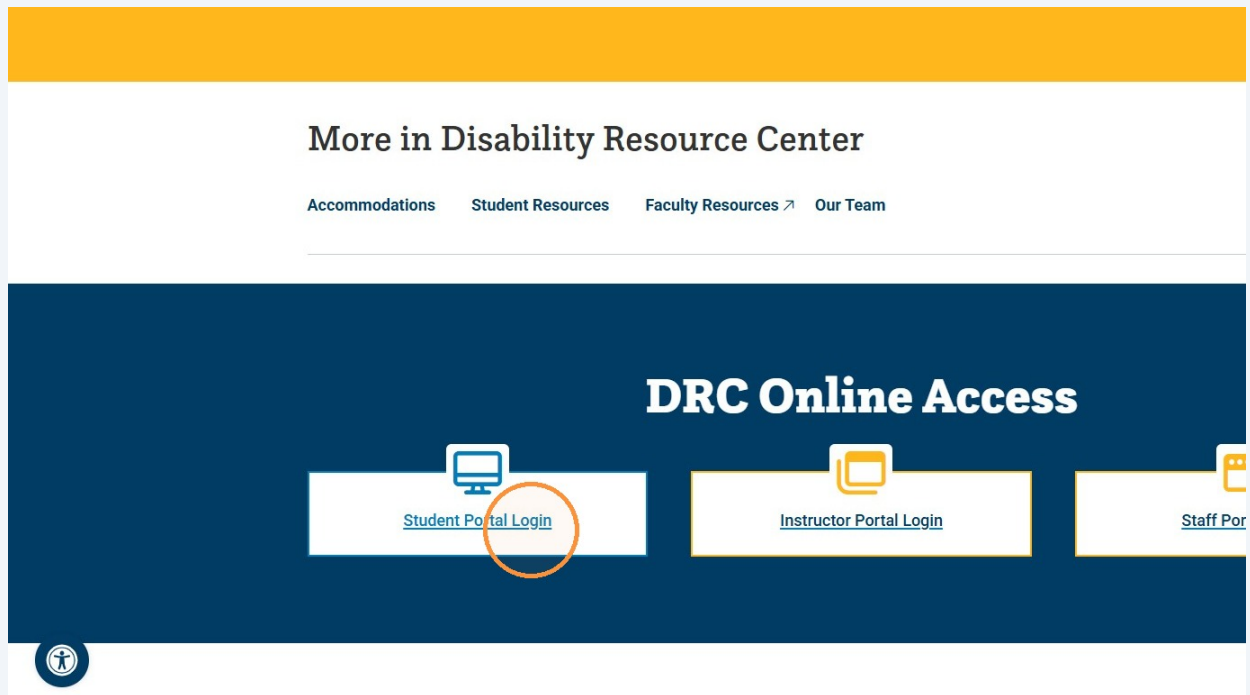


[Instructor Portal Login](#)



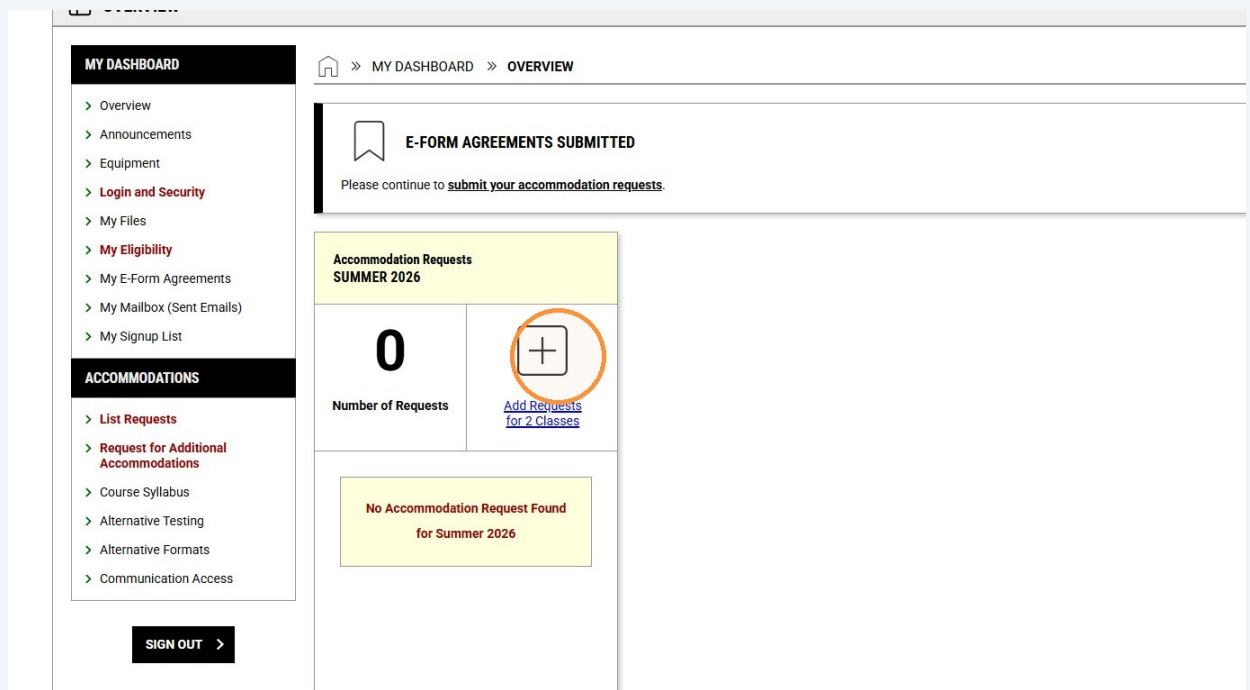
[Staff Portal Login](#)

## 2 Click "Student Portal Login"



## Course Selection

## 3 Click "Add Requests for 2 Classes"



## 4

## Select checkboxes for courses requiring accommodations

> Overview

> Announcements

> Equipment

> Login and Security

> My Files

> My Eligibility

> My E-Form Agreements

> My Mailbox (Sent Emails)

> My Signup List

ACCOMMODATIONS

> List Requests

> Request for Additional Accommodations

> Course Syllabus

> Alternative Testing

> Alternative Formats

> Communication Access

SIGN OUT >

Previous Term

Term: Summer 2026

ACCOMMODATION REQUESTS

How to Request Accommodations ▾

STEP: SELECT COURSES

☐ ANT 395.001 - TOPICS IN ANTHROPOLOGY (CRN: 24631)

☐ APCE 662.003 - GROUP DYNAMICS AND FACILITATION (CRN: 21585)

☐ Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP >

QUESTION?

Disability Resource Center  
drc@unco.edu  
Phone: 970-351-2289  
Fax: 970-351-4166

> Announcements

> Equipment

> Login and Security

> My Files

> My Eligibility

> My E-Form Agreements

> My Mailbox (Sent Emails)

> My Signup List

ACCOMMODATIONS

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SIGN OUT >

Previous Term

Term: Summer 2026

ACCOMMODATION REQUESTS

How to Request Accommodations ▾

STEP: SELECT COURSES

☒ ANT 395.001 - TOPICS IN ANTHROPOLOGY (CRN: 24631)

☐ APCE 662.003 - GROUP DYNAMICS AND FACILITATION (CRN: 21585)

☐ Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP >

QUESTION?

Disability Resource Center  
drc@unco.edu  
Phone: 970-351-2289  
Fax: 970-351-4166

## 5 Click "Continue To Next Step"

How to Request Accommodations

STEP: SELECT COURSES

☒ ANT 395.001 - TOPICS IN ANTHROPOLOGY (CRN: 24631)

☒ APCE 662.003 - GROUP DYNAMICS AND FACILITATION (CRN: 21585)

☐ Apply the **same accommodations** to all selected courses.

**CONTINUE TO NEXT STEP** >

**SIGN OUT** >

**QUESTION?**

Disability Resource Center  
drc@unco.edu  
Phone: 970-351-2289  
Fax: 970-351-4166  
VP D(d)eaft/HOH: 970-373-5303  
Michener L-80  
Campus Box 139

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## Accommodation Details

## 6 Select "Select All" for each course to apply all accommodations

My Files

My Eligibility

My E-Form Agreements

My Mailbox (Sent Emails)

My Signup List

**ACCOMMODATIONS**

List Requests

Request for Additional Accommodations

Course Syllabus

Alternative Testing

Alternative Formats

Communication Access

**SIGN OUT** >

**ANT 395.001**

Course Title:  
**ANT 395.001 - Topics In Anthropology (CRN: 24631)**

Course Detail

☐ I do not need accommodation for this course: **ANT 395.001.**

**SELECT ACCOMMODATIONS**

☒ Select All

**Alternative Formats**

☐ -Alternative Formats

**Alternative Testing**

☐ -Extra Time - 1.25x

**Deaf and Hard of Hearing**

☐ Interpreting

**APCE 662.003**

Course Title:  
**APCE 662.003 - Group Dynamics And Facilitation (CRN: 21585)**

Course Detail

☐ I do not need accommodation for this course: **APCE 662.003.**

**SELECT ACCOMMODATIONS**

☐ Select All

**Alternative Formats**

☐ -Alternative Formats

**Alternative Testing**

☐ -Extra Time - 1.25x

**Deaf and Hard of Hearing**

☐ Interpreting

**STEP: FINAL STEP**

**SUBMIT REQUEST** >

**START OVER** >

**QUESTION?**

Disability Resource Center  
drc@unco.edu  
Phone: 970-351-2289

- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List

#### ACCOMMODATIONS

- > **List Requests**
- > **Request for Additional Accommodations**
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Communication Access

**SIGN OUT** >

**ANT 395.001**

Course Title:  
**ANT 395.001 - Topics In Anthropology (CRN: 24631)**

Course Detail ▾

☐ I do not need accommodation for this course: **ANT 395.001**.

#### SELECT ACCOMMODATIONS

☒ Select All

##### Alternative Formats

☒ -Alternative Formats

##### Alternative Testing

☒ -Extra Time - 1.25x

##### Deaf and Hard of Hearing

☒ Interpreting

**APCE 662.003**

Course Title:  
**APCE 662.003 - Group Dynamics And Facilitation (CRN: 21585)**

Course Detail ▾

☐ I do not need accommodation for this course: **APCE 662.003**.

#### SELECT ACCOMMODATIONS

☐ Select All

##### Alternative Formats

☐ -Alternative Formats

##### Alternative Testing

☐ -Extra Time - 1.25x

##### Deaf and Hard of Hearing

☐ Interpreting

**STEP: FINAL STEP**

**SUBMIT REQUEST** >

**START OVER** >

#### QUESTION?

Disability Resource Center  
drc@unco.edu  
Phone: 970-351-2289

## 7 Click "Submit Request"

Term: Summer 2026

Next Term

In Anthropology (CRN:

▾

ommodation for this  
001.

#### ATIONS

3TS

x

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**APCE 662.003**

Course Title:  
**APCE 662.003 - Group Dynamics And Facilitation (CRN: 21585)**

Course Detail ▾

☐ I do not need accommodation for this course: **APCE 662.003**.

#### SELECT ACCOMMODATIONS

☒ Select All

##### Alternative Formats

☒ -Alternative Formats

##### Alternative Testing

☒ -Extra Time - 1.25x

##### Deaf and Hard of Hearing

☒ Interpreting

**STEP: FINAL STEP**

**SUBMIT REQUEST** >

**START OVER** >