



UNIVERSITY OF  
**NORTHERN COLORADO**

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**Disability Support Services**

**Requesting Accommodations**

# Step 1

- Log into DSS Online on the DSS website: [Unco.edu/dss](http://Unco.edu/dss)
- Locate the box titled “Select Accommodations for Your Class” on your dashboard

The screenshot shows the 'My Dashboard' interface. At the top, there is a navigation breadcrumb: Home >> My Dashboard >> Overview. The main content area is titled 'OVERVIEW'. A prominent yellow box with a red border and a warning icon contains an 'IMPORTANT MESSAGE(S)'. The message states: 'Please read the following message(s) regarding your account:'. Under the heading 'Your To Do List:', it says 'No Accommodation Requests Found' and provides instructions: 'You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.' It also includes contact information for Disability Support Services: 'Disability Support Services, DisabilitySupport@unco.edu, Phone: 970-351-2289, Fax: 970-351-4166, VP D(d)eaf/HOH: 970-373-5303, Michener L-80, Campus Box 139'. Below this message is a box titled 'Select Accommodations for Your Class'. Underneath that is another yellow box titled 'Important Note' with four numbered instructions regarding course display and request modification. At the bottom right, a box titled 'Step 1: Select Class(es)' shows a list of courses with checkboxes, including 'Fall 2018 - ART 177.003 - CREATIVE PHOTOGRAPHY (CRN: 12219)'. On the left side of the dashboard, there are several sections: 'Login as User Feature' with a 'Back to My Profile' button; 'SMS (Text Messaging)' with status 'In-Active' and an 'Update Preference' button; a navigation menu with 'Home' expanded to show 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Mobile Access', 'Equipment Checked Out', 'Request New Accommodations', and 'My Mailbox (Sent E-Mails)'; 'My Accommodations' with options like 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'My E-Form Agreements', and 'My Signup List'; and a contact section with a phone icon, the text 'Any questions or concerns? Use the following contact information:', and the phone number '(970) 351 - 2289' with a 'Send an Email' link.

**My Dashboard**

Home >> My Dashboard >> Overview

**OVERVIEW**

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Your To Do List:**  
**No Accommodation Requests Found**  
You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

If you have any questions, please contact our office.

Disability Support Services  
DisabilitySupport@unco.edu  
Phone: 970-351-2289  
Fax: 970-351-4166  
VP D(d)eaf/HOH: 970-373-5303  
Michener L-80  
Campus Box 139

**Select Accommodations for Your Class**

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Support Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

**Step 1: Select Class(es)**

- Fall 2018** - ART 177.003 - CREATIVE PHOTOGRAPHY (CRN: 12219)
- Fall 2018** - BAEN 202.002 - ESSENTIALS OF BUSINESS FINANCE (CRN: 11588)

**Login as User Feature**

Back to My Profile

**SMS (Text Messaging)**

Status: **In-Active**

Update Preference

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > **Mobile Access**
- > Equipment Checked Out
- > Request New Accommodations
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements
- > My Signup List

Any questions or concerns?  
Use the following contact information:

Phone: **(970) 351 - 2289**  
[Send an Email](#)

# Step 2

- Select the course(s) in which you would like to request accommodations
- Click “Continue to Customize Your Accommodations”

Select Accommodations for Your Class

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Support Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Fall 2018 - ART 177.003 - CREATIVE PHOTOGRAPHY (CRN: 12219)
- Fall 2018 - BAFN 302.007 - ESSENTIALS OF BUSINESS FINANCE (CRN: 11508)
- Fall 2018 - JMS 490.001 - TELEVISION CRITICISM (CRN: 12516)
- Fall 2018 - JMS 497.001 - MEDIA LAW (CRN: 12517)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

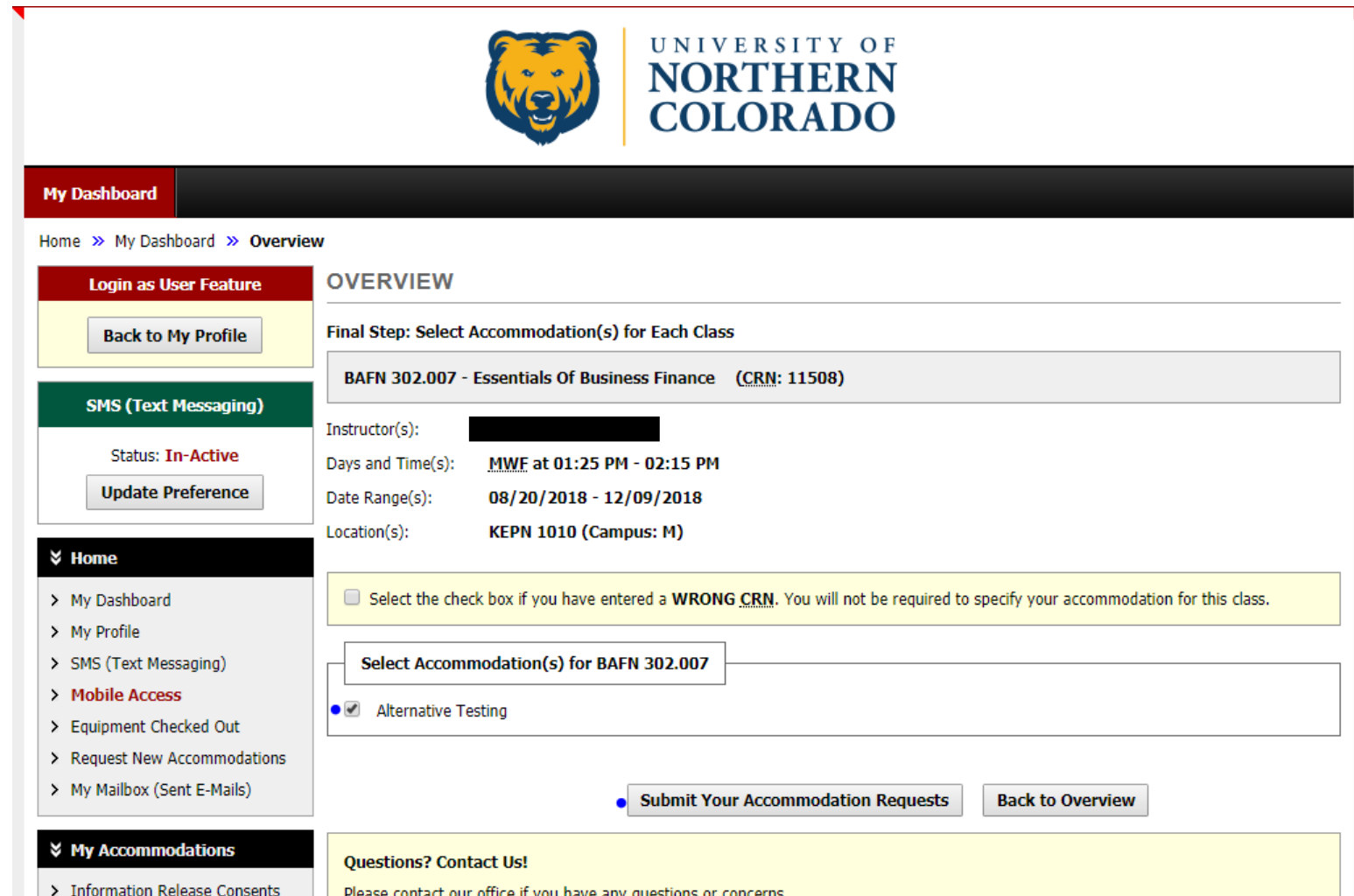
# Step 3

- If you have selected a course that is recognized as a non-lecture course, you will receive the shown message.
- If you would still like to request accommodations in this course, please check the box next to the course name, and click “Continue to Select Your Accommodation”

The screenshot shows the University of Northern Colorado's My Dashboard. At the top, there is a navigation bar with "My Dashboard" highlighted. Below it, a breadcrumb trail reads "Home >> My Dashboard >> Overview". The main content area is titled "OVERVIEW" and features a yellow warning box with a red triangle icon containing an exclamation mark. The text in the warning box reads: "Non Lecture Course(s) Found. If you need accommodations for a **non-lecture** class, check the box below next the class and click **Continue**". Below this, a section titled "Non-Lecture Course: Please Review From The Following List" contains a single entry: "BAFN 302.007 - Essentials Of Business Finance" with a checked checkbox. At the bottom of this section are two buttons: "Continue to Select Your Accommodation" and "Back to Overview". A final yellow box at the bottom provides contact information for Disability Support Services, including the email "DisabilitySupport@unco.edu", phone "970-351-2289", fax "970-351-4166", and address "VP D(d)eaf/HOH: 970-373-5303, Michener L-80, Campus Box 139".

# Step 4

- Select only the accommodations you intend to use for this course
- If there are accommodations you have been approved for that you do not intend to use in this course please leave them unchecked
- Click “Submit Your Accommodation Requests”



The screenshot displays the 'My Dashboard' interface for the University of Northern Colorado. The top navigation bar includes the university logo and name. Below this, a dark navigation bar highlights 'My Dashboard'. The main content area is titled 'OVERVIEW' and shows the 'Final Step: Select Accommodation(s) for Each Class'. The selected class is 'BAFN 302.007 - Essentials Of Business Finance (CRN: 11508)'. The instructor is redacted, and the class is held 'MWF at 01:25 PM - 02:15 PM' from '08/20/2018 - 12/09/2018' at 'KEPN 1010 (Campus: M)'. A warning message states: 'Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.' Below this, a section titled 'Select Accommodation(s) for BAFN 302.007' shows 'Alternative Testing' selected with a radio button. At the bottom, there are buttons for 'Submit Your Accommodation Requests' and 'Back to Overview'. A footer section titled 'Questions? Contact Us!' provides contact information.

# Step 5

- After you have submitted the request, it will appear on your dashboard
- From this screen you will be able to both modify your request or view a complete history of the request

**LIST ACCOMMODATIONS FOR FALL 2018**

Refine Search Result:  ▼

Previous Term Term: Fall 2018 Next Term


**BAFN 302.007 - Essentials Of Business Finance (CRN: 11508)** [Modify Request](#) [Cancel Request](#)

Instructor(s): ██████████

Days and Time(s): **MWF at 01:25 PM - 02:15 PM**

Date Range(s): **08/20/2018 - 12/09/2018**

Location(s): **KEPN 1010 (Campus: M)**

| Request Status   | Notification Letter   |
|--|---|
| <br><b>Approved</b><br>First Entered by: ██████████<br>First Entered on: <b>08/14/2018 at 11:58 AM</b><br>Last Updated by: ██████████<br>Last Updated on: <b>08/14/2018 at 11:58 AM</b> | Status: <b>Scheduled</b><br>Last Emailed: <b>Not Specified</b><br>Last Printed: <b>Not Specified</b><br>Last Read by Instructor: <b>Not Specified</b> |

| List Accommodation(s) Selected for BAFN 302.007 | Other Information                               |
|---|---|
| ▪ Alternative Testing                           | ▪ <a href="#">View Complete Request History</a> |

**Questions? Contact Us!**

# Viewing Request History

- From this screen you will be able to see when the request was submitted, as well as when the request was approved, and when the notification letter was emailed to your instructor.
- You are also able to select a course and view a pdf version of the notification letter.
  - This PDF version can be used if you would like to hand your professor a paper copy, or have one for your own records.

Home >> My Dashboard >> Overview

**Login as User Feature**

Back to My Profile

**SMS (Text Messaging)**

Status: **In-Active**

Update Preference


Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > **Mobile Access**
- > Equipment Checked Out
- > Request New Accommodations
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements
- > My Signup List

## OVERVIEW

 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class:  [Generate PDF](#)

[Back to Previous Page](#)

### Request History for BAFN 302.007 - Essentials of Business Finance

List of Activities (Sort by Oldest Event):

- Tuesday, August 14, 2018 at 11:58:22 AM by [REDACTED]
  - Request was first entered.
  - Accommodation Request was set to **Active**.
  - Accommodation Request was set to **Approved**.
  - Notification Letter was set to **Scheduled**.
  - Accommodation **Added: Alternative Testing**.
- Tuesday, August 14, 2018 at 12:03:38 PM by [REDACTED]
  - Notification Letter was set to **Not Scheduled**.
  - Notification Letter was **Emailed** to instructor(s).

# PDF version

- To print a PDF version, select the course and click “Generate PDF”
- Your notification letter will appear in your downloads.

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains navigation links for 'Home', 'My Accommodations', and contact information. The main content area is titled 'OVERVIEW' and features a section for 'PRINTING FACULTY NOTIFICATION LETTER IN PDF'. This section includes a note about generation time, an important note about faculty notifications, a dropdown menu for course selection (currently set to '[2018 - Fall] - BAFN 302.007 - Essentials of Business Finance'), and a 'Generate PDF' button. A blue arrow points to this button. Below this is a 'Request History' section with a list of activities. At the bottom of the page, a yellow box provides contact information for Disability Support Services. In the browser's download bar at the very bottom, a PDF file named 'DSSAccommFacult...pdf' is shown, with a blue arrow pointing to it.

Home >> My Dashboard >> Overview

**Login as User Feature**

Back to My Profile

**SMS (Text Messaging)**

Status: **In-Active**

Update Preference

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
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**My Accommodations**

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Phone: (970) 351 - 2289  
[Send an Email](#)

**OVERVIEW**

**PRINTING FACULTY NOTIFICATION LETTER IN PDF**

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: **[2018 - Fall] - BAFN 302.007 - Essentials of Business Finance**

**Generate PDF**

Back to Previous Page

**Request History for BAFN 302.007 - Essentials of Business Finance**

List of Activities (Sort by Oldest Event):

- Tuesday, August 14, 2018 at 11:58:22 AM by **Tyler Anderson**
  - Request was first entered.
  - Accommodation Request was set to **Active**.
  - Accommodation Request was set to **Approved**.
  - Notification Letter was set to **Scheduled**.
  - Accommodation **Added: Alternative Testing**.
- Tuesday, August 14, 2018 at 12:03:38 PM by **Tyler Anderson**
  - Notification Letter was set to **Not Scheduled**.
  - Notification Letter was **Emailed** to instructor(s).

**Questions? Contact Us!**

Please contact our office if you have any questions or concerns.

Disability Support Services  
DisabilitySupport@unco.edu  
Phone: 970-351-2289  
Fax: 970-351-4166  
VP D(d)eaf/HOH: 970-373-5303

DSSAccommFacult...pdf