

## Request Accommodations in Disability Services Online System

Below are directions on how to request your accommodations by sending your Faculty Notification Letters for each class.

**\*\*\*WARNING\*\*\*** All changes made to your schedule in CampusNet (such as adding or dropping a class) need to be made by 10:00pm in order to show up in the online system on the next business day. Changes made after 10:00pm will not show up until two business days after the request is made.

### Requesting Accommodations for Classes

1. Login to <https://andes.accessiblelearning.com/CSUOhio/> with your CSUID and CampusNet password
2. Click on one of the e-Form agreements under Required Forms. If you see no required forms skip to step 6.

The screenshot shows a user interface for Joseph Buck. At the top, it says "Welcome Joseph Buck!" and has navigation links for "My Profile", "My Mailbox (Sent E-Mails)", and "My Accommodations". Below this, there are tabs for "Home", "My Dashboard", and "Required Forms". The "Required Forms" section is active and displays a list of forms under the heading "REQUIRED FORMS". The forms listed are: Accommodated Testing Agreement, Alternative Format Agreement for Services, Disability Services Equipment Use and Liability policy, Lecture Recording Agreement, NoteTaking Procedures Agreement, and Transcript Agreement. Below the list, there is a "Questions? Contact Us!" section with the text "Please contact our office if you have any questions or concerns." On the left side, there are sections for "SMS (Text Messaging)" with status "In-Active" and an "Update Preference" button, and "My Accommodations" with a "My Eligibility" link.

3. Read all of the eForm Agreements that are presented to you.
4. Type in your name to the Signature field as it appears below the edit box to acknowledge you accept the agreements

The screenshot shows a signature field with the text "Your Consent" in a small box above it. The signature field itself contains the text "Signature\*: Joseph Buck" and a small "x" icon to the right. Below the signature field, there is a note that says "Note: Please sign exactly as Joseph Buck". At the bottom of the form, there is a line of text that says "By submitting this form, you have agreed to the terms and conditions specified above:" followed by a "Submit Form" button.

5. Click Submit Form
6. Under "Step 1: Select Class(s)" check the checkbox next to each class you want to request Faculty Notification Letters for

**Non Lecture Course(s) Found**

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Because courses that are not lecture courses may have different requirements there may be some of your accommodations that will not be available for an environment like Web or Practicum. For example it is rare where a student would need a note taker for an online class. Accommodation requests for classes that are not lectures will be reviewed by your Disability Specialist

**Non-Lecture Course: Please Review From The Following List**

FPE 101.1 - Underwater Basket Weaving

FPE 102.1 - Teaching Upside Down Basketball

**7. Click the Continue to Select Your Accommodation button**

**If, in the next step, you get the message about non-lecture courses check all classes you want to continue requesting accommodations for and click the Continue button.**

**8. Check the checkboxes next to all accommodations you want for each class. Don't select the incorrect CRN checkbox unless you do not want to request for a class.**

Instructor(s): Jeffrey Dell  
 Days and Time(s): MWF at 10:00 AM - 10:50 AM  
 Date Range(s): 08/27/2017 - 12/10/2017  
 Location(s): PE 102 (Campus: Main)

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for FPE 101.1**

<input checked="" type="checkbox"/> Access to any video ahead of the rest of the class so that ODS can arrange for verbal description <input checked="" type="checkbox"/> Accessible Non-textbook Course Materials <input type="checkbox"/> Alternatives to group assignments Copies of Power Points and other overhead projections one class period in advance <input checked="" type="checkbox"/> Oral description of any visual aids used in class <input type="checkbox"/> Priority seating <input checked="" type="checkbox"/> Use of a video magnifier in class.	<input checked="" type="checkbox"/> Accessible Electronic Textbooks <input checked="" type="checkbox"/> Accommodated Testing <input type="checkbox"/> Attendance Addendum: <input type="checkbox"/> Medical Related Absence <input checked="" type="checkbox"/> Permission to record lectures. <input type="checkbox"/> Remote Cart Services <input checked="" type="checkbox"/> Use of an accessible Table and Chair.	<input checked="" type="checkbox"/> Accessible Homework Systems <input type="checkbox"/> Alternative for in class presentations <input checked="" type="checkbox"/> Braille Materials <input type="checkbox"/> Notetaking Services Permission to use mobile device in class for notetaking purposes. <input checked="" type="checkbox"/> Seating at the front of the class <input type="checkbox"/> Video Captioning and Audio Transcripts
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**9. Click the Submit Your Accommodation Requests button**

### What Happens After I Click Submit?

Now your accommodation requests go to the Disability Specialist assigned to you for approval. The Disability Specialist may choose to not approve accommodations for classes where they are not appropriate. For example, if you request an Accessible Table and Chair for an online class that would not be appropriate since the class has no physical location. When the Disability Specialist approves your request, the Faculty Notification Letters will be sent to your professors. You will be copied on each e-mail as well.