

Request Accommodations in Disability Services Online System

Students log into our system to request accommodations each semester.

Any changes to your course schedule like adding or dropping a class will not show in the Disability Services Online System until the next day.

We use the same Microsoft Login as many other systems like Blackboard and your Campus E-mail. If it is not letting you log into our system, it is recommended to attempt log into your CSU e-mail or Blackboard to make sure the correct login information is being used for our system. You may experience difficulties if you have Microsoft logins saved for other campuses using similar login schemes like Tri-C. You may need to log out of other Microsoft Accounts in your browser before accessing CSU resources.

Requesting Accommodations for Classes

1. Login to <https://andes.accessiblelearning.com/CSUOhio/> with your Campus Username (example 9999999@vikes.csuohio.edu) and CampusNet password (The Disability Services Online System link at www.csuohio.edu/disability also works)
2. Click on one of the e-Form agreements under Required Forms

The screenshot shows the user interface of the Disability Services Online System. 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 that need to be signed: "Accommodated Testing Agreement", "Alternative Format Agreement for Services", "Disability Services Equipment Use and Liability policy", "Lecture Recording Agreement", "Note Taking Procedures Agreement", and "Transcript Agreement". To the left, there is a sidebar with "SMS (Text Messaging)" and "Home" sections. The "Home" section lists various links like "My Dashboard", "My Profile", "Change My Login Information", etc. Below the forms list, there is a "Questions? Contact Us!" section with a note to contact the office for questions or concerns.

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" above it. The signature field contains the name "Joseph Buck" and a note: "Note: Please sign exactly as Joseph Buck". Below the signature field, there is 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

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 Step 2 to Select Your Accommodations button
8. Check the checkboxes next to all accommodations you want for each 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 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 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

Now your accommodation requests go to the Disability Services staff for approval. ODS staff 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 and you will be copied on the e-mail as well.