## Request Accommodations in Disability Services Online System

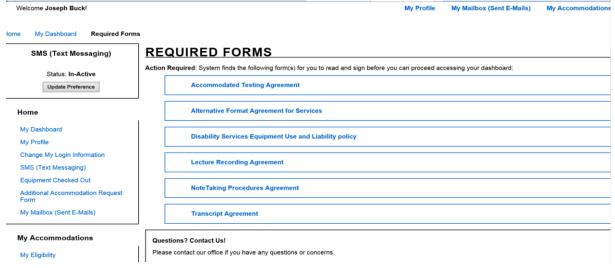
Students log into our system to request accommodations each semester.

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.

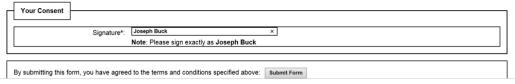
We use the same Microsoft Login as many other systems like Blackboard and your Campus E-mail. If it is not letting you log into our system, it is recommended to attempt log into your CSU e-mail or Blackboard to make sure the correct login information is being used for our system. You may experience difficulties 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**

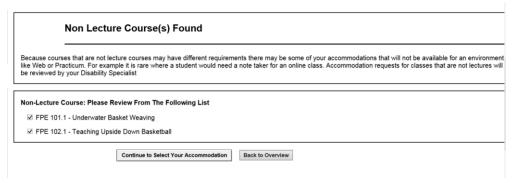
- Login to <a href="https://andes.accessiblelearning.com/CSUOhio/">https://andes.accessiblelearning.com/CSUOhio/</a> with your Campus Username (example 999999@vikes.csuohio.edu) and CampusNet password (The Disability Services Online System link at <a href="https://www.csuohio.edu/disability">www.csuohio.edu/disability</a> also works)
- 2. Click on one of the e-Form agreements under Required Forms



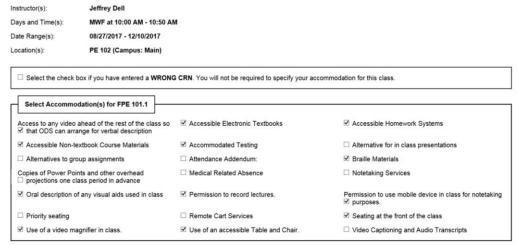
- 3. Read all of the eForm Agreements that are presented to you
- 4. Type in your name to the Signature field as it appears below the edit box to acknowledge you accept the agreements



- 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



- 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



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.