

## Request Accommodations in Disability Services Online System

The Office of Disability Services uses an online system for requesting and managing accommodation requests. Each term students need to login and request their accommodations for their classes.

**\*\*\*WARNING\*\*\*** 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. All changes need to be in CampusNet by 11:00PM to appear the next day in our system.

### CSU Login

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](http://www.csuohio.edu/disability) also works)
2. Click on one of the e-Form agreements under Required Forms

The screenshot displays 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" tab is active, showing a list of forms that need to be signed before accessing the dashboard. The forms listed are: 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. On the left side, there are sections for "SMS (Text Messaging)" with a status of "In-Active" and an "Update Preference" button, and "Home" with links to "My Dashboard", "My Profile", "Change My Login Information", "SMS (Text Messaging)", "Equipment Checked Out", "Additional Accommodation Request Form", and "My Mailbox (Sent E-Mails)". At the bottom, there is a "My Accommodations" section with a link to "My Eligibility" and a "Questions? Contact Us!" section with the text "Please contact our office if you have any questions or concerns."

### 3. Read all of the eForm Agreements that are presented to you

Welcome Joseph Buck! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [My Accommodati](#)

Status: In-Active Form Detail

[Update Preference](#)

Name: **Multiple Agreements - Please Review All Agreements Carefully**

Form Content:

**AGREEMENT 1: ACCOMMODATED TESTING AGREEMENT**

**ACCOMMODATED TESTING AGREEMENT**

My signature certifies that I will abstain from cheating, collusion, and plagiarism on tests, quizzes, exams, and other assessments. This includes, but is not limited to, the following guidelines:

- Students must adhere to the parameters set forth by the course instructor and/or test proctor.
- Students may not use unapproved electronic devices or receive any form of outside assistance while testing.
- Students may not share information about test content questions with other students in the course (including those in other sections) before, during, or after testing.
- Students may not remove any test materials from the testing room without prior approval to do so.

I acknowledge that any violation of the above may result in sanctions by the course instructor as well as disciplinary action by the university.

**AGREEMENT 2: ALTERNATIVE FORMAT AGREEMENT FOR SERVICES**

[Board](#)  
[My Login Information](#)  
[My Messaging](#)  
[My Checked Out](#)  
[My Accommodation Request](#)  
[My Mailbox \(Sent E-Mails\)](#)

**Accommodations**

[My Profile](#)  
[My Accommodations](#)  
[My Updated Testing](#)  
[My e Media](#)  
[My g Services](#)  
[My Hard of Hearing](#)  
[My m Agreements](#)  
[My t's with Instructors](#)

### 4. Type in your name to the Signature field as it appears below the edit box to acknowledge you accept the agreements

Your Consent

Signature:  x

**Note: Please sign exactly as Joseph Buck**

By submitting this form, you have agreed to the terms and conditions specified above:

### 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

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

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 and you will be copied on the e-mail as well.

### e-Form Agreements

The first time you login for a semester there may be some agreements that you will be required to acknowledge before being able to access your accommodations. These include:

- Accommodated Testing Agreement – shows all of the rules for taking exams with Testing Services and Disability Services (agree once per term)
- Lecture Recording Agreement – Agreement not to share recordings of lectures that some students may be permitted to make as an accommodation (agree once per term)
- Alternative Format Agreement – For students that receive accessible textbooks (agree once per term)
- Equipment Agreement – For students that might be eligible to borrow equipment from Disability Services (agree once per year)
- Note Taking Procedures – Outlines the procedures for receiving course notes (agree once per term)
- Transcript Agreement – For students that receive transcripts through CART and Remote CART services (agree once per term)

These e-Form agreements are tied to accommodations which you are eligible for. These are agreements that you may have signed in paper form in the past, which we have moved to the online system in an effort to reduce the office's carbon footprint.

### Where Did All of My Accommodations Go?

This list is simplified from what you have seen in the past. When you are requesting accommodations it shows you the title of the accommodation, and does not show the description that appears in the Faculty Notification Letter. You will also not see your approved Testing Accommodations like 1.5 times or Distraction Reduced Space.

When you are requesting accommodations they are included by selecting Accommodated Testing. If you select Accommodated Testing it will give your specific time extensions and other testing accommodations to the professor in the Faculty Notification Letter.

There are also some of your accommodations that will be explained in the Additional Notification Customized Notes section in the Faculty Notification Letter. This field helps us tailor accommodations specific to a student that are only applicable to that student's individual needs.

### How Do I See My Entire List of Eligible Accommodations?

If you would like to see all of the accommodations that you are approved for which can appear on your Faculty Notification Letter, do the following.

- One.** Login to <https://andes.accessiblelearning.com/CSUOhio> with your Campus Username and CampusNet password
- Two.** Accept any e-Form Agreements you have
- Three.** Click on the link My Eligibility
- Four.** This page will show all of the accommodations for which you have been approved

You can use this page to see all of the testing accommodations that you are eligible for. If you see specific software listed that is for Testing Services' reference. For example, specific software like Dragon and Read & Write Gold will not appear on the Faculty Notification Letter. What would appear on the letter are "Use of dictation software for writing exams" and "Use of a computer for reading exams with text-to-speech."

Additional Notifications are options added to your Student Profile by your Disability Specialist. This information will appear on your Faculty Notification Letter but you do not have the option of selecting it when requesting accommodations. Custom Notes is where your Disability Specialist will include information specific to your accommodations.