Returning Student Accommodation Renewal Guide
1. Go to the Disability Services website at https://www.atu.edu/disabilities/ and scroll towards the bottom of the page. Two icons will be visible on the left side of the page under the Student Resources Tab.
2. Click on the second icon labeled "Login to the Disability Services Portal".

Student Resources

Request for Accommodations
Information For Parents
Praxis Accommodations
Documentation Guidelines
Read & Write Gold

Faculty Resources

Test Proctor Form
Syllabus Statements

Policies/Procedures

Testing Policy
Service and Assistance Animal Policy
Reduced Course Load Policy
Housing Accommodations Procedure
Priority Registration Procedure

Apply for Disability Services

Login to the Disability Services Portal

2. Click Here

3. Enter your OneTech username and password in the appropriate fields.
4. Click the "Sign In" icon to proceed to the Student Dashboard.

WELCOME TO ONLINE SERVICES

Sign In Information

Username*: [   ]

Password*: [   ]

[Sign In]

3. Enter OneTech Username and Password

4. Sign In

New Student?
Submit your application to receive accommodation from Office of Disability Services.

Sign Up as a Notetaker
Submit your application to take notes for students with disabilities.

5. You are now logged into the portal and are at the Student Dashboard. Scroll down the page to Step 1: Select class(es). Check the box next to each course for which you are renewing accommodations.
6. Read the "Student Rights and Responsibilities" before going to the next step.
7. Click the icon "Continue to Customize Your Accommodations".

5. Select Classes

Step 1: Select Class(es)

☐ **Fall 2016** - EAM 4033.TC1 - EAM RESEARCH METH/ANALYS (CRN: 71828)

☐ **Fall 2016** - EAM 4606.081 - CAPSTONE (CRN: 71835)

6. Read Student Rights and Responsibilities

Student Rights and Responsibilities

Students:
1. Will receive appropriate, reasonable accommodations in a timely manner.
2. Are responsible for notifying faculty and the Office of Disability Services of their need for accommodation in a timely manner.
3. May meet privately with faculty and Disability Services staff member(s) when discussing the impact of their disability and need for accommodations.
4. Can expect all information and documentation related to their disability will be treated confidentially by the university.
5. Are expected to advocate on their own behalf with regard to requesting services and communicating with staff and faculty.
6. Must meet the same essential core requirements of a program or activity as any other student, regardless of ability.
7. Are responsible for notifying faculty and the Office of Disability Services if an accommodation is not being implemented or is ineffective in providing access to an educational program or activity.
8. Are required to adhere to all procedures and requirements of University Testing and Disability Services when using testing/proctoring services.
9. Should notify DS when accommodations are no longer needed.
10. Must login to the student portal each semester to renew accommodations or to request additional adjustments be added to their existing accommodation plan.
11. Agree they are responsible for following up with faculty and instructors regarding receipt of notification letters and to ensure both parties understand the approved accommodations and how they will be implemented.

7. Click Here
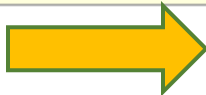
Step 2 - Continue to Customize Your Accommodations

8. The classes you've enrolled in this semester should be visible to you. Your approved accommodations are listed just below the course information. Select the accommodations you require for each class. You do not have to select accommodations for a course if they are not needed.

9. Select the check box if you would like AIM to email this accommodation letter to you instructor(s)

10. Click the icon "Submit Your Accommodation Requests"

PS 3143.TC5 - Applied Professional Research   (CRN: 71986)

Instructor(s):	**Frederick Prasuhn**
Days and Time(s):	**Not Specified**
Date Range(s):	**10/19/2016 - 12/13/2016**
Location(s):	**Not Specified (Campus: M)**

☐ 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 PS 3143.TC5

☑ Alternative Testing

← 8. Select Accommodations

☑ Select the check box if you would like AIM to **email this accommodation letter** to your instructor(s) for **PS 3143.TC5 – APPLIED PROFESSIONAL RESEARCH.**

9. Click Here

Submit Your Accommodation Requests   **Back to Overview**

10. Submit Accommodation Requests

11. The system will display a green checkmark indicating your request was successfully submitted.

SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

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 Office of Disability 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.

12. You may review your submitted request by scrolling down the page. Your request is automatically approved providing you have not selected an accommodation that requires explicit review and approval each semester. You may check the status of your request, modify your request, or cancel your request at any time.

PS 3143.TC5 - Applied Professional Research   (CRN: 71986)   **Modify Request   Cancel Request**

Instructor(s):   **Frederick Prasuhn**

Days and Time(s):   **Not Specified**

Date Range(s):   **10/19/2016 - 12/13/2016**

Location(s):   **Not Specified (Campus: M)**

12. Accommodation Request Status

Request Status

✅
Approved

First Entered by: ▓▓▓▓▓▓
First Entered on: **08/18/2016 at 01:54 PM**
Last Updated by: ▓▓▓▓▓▓
Last Updated on: **08/18/2016 at 01:54 PM**

Notification Letter

Status: **Scheduled**
Last Emailed: **Not Specified**
Last Printed: **Not Specified**
Last Read by Instructor: **Not Specified**

List Accommodation(s) Selected for PS 3143.TC5

- Alternative Testing

Other Information

- View Complete Request History

13. A copy of your notification letter will be sent to your OneTech account for your records. Please remember that you must log into the portal and submit your request for accommodations each semester.