

Instructions for Registering and Logging into Accommodate For NEW DSS Students

- 1) Contact the secretary Stephanie at 256.824.1997 to make an appointment with the Senior Coordinator, Rebecca Matter
- 2) Fill out DSS Application and bring to appointment, along with approved documentation
- 3) After appointment with the Senior Coordinator, fill out an LOA Request Form and turn in to secretary
- 4) The secretary will put your profile information and accommodations into Accommodate
- 5) Once the Senior Coordinator has approved your accommodations on Accommodate, you will get an email (to your UAH account) with your Letter of Accommodation, with the subject "Letter of Accommodation to Faculty"
- 6) The LOA will be in the BODY of the email from now on, instead of a separate attachment in the email
- 7) Print out this LOA and take it to your professors to make sure that they are aware of your accommodations
- 8) To get access to your Accommodate profile, ask the secretary to email you the link to set up your username and password (link expires in 24 hours, or once you click on it)