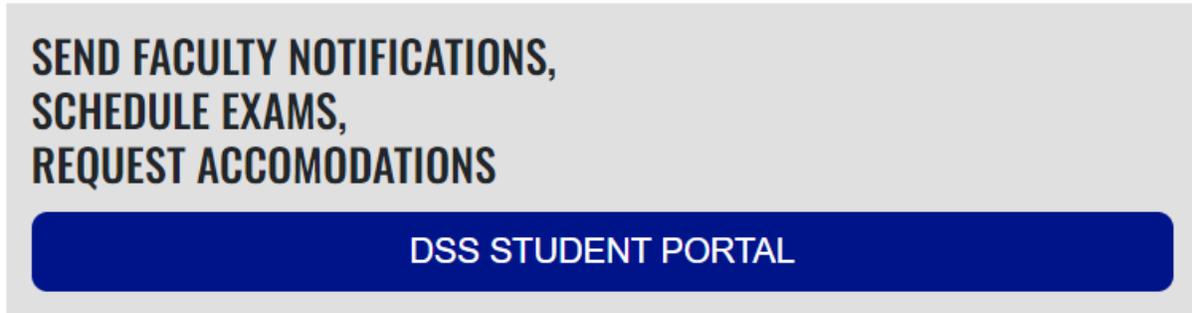


To request accommodations, starting with this Spring 2024 semester, you will need to go to:
<https://www.jalc.edu/student-success-center/disability-support-services/>

Towards the bottom of the page, you will see this:

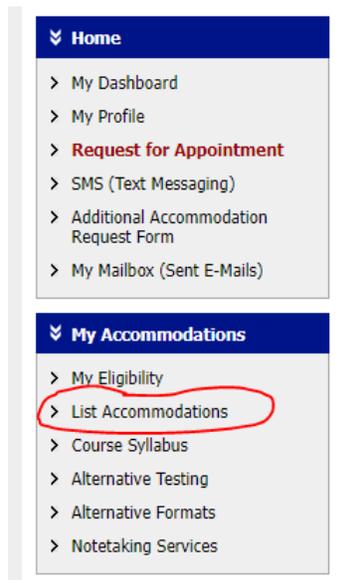


Click on the big blue button that says “DSS STUDENT PORTAL”. This will take you to our new DSS site where you will be able to send your accommodation letter to your instructors, request an appointment with the DSS office, and message the DSS staff.

To login, you will need to provide your student ID number and your password for your student accounts. This is the same information as your Volmail and D2L.

Once logged in, to request your accommodations, follow these steps:

1. Click “List Accommodations” under the My Accommodations section.



You should then see your classes listed:

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Support Services.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- Spring 2024** - BUS 135.V1 - OFFICE LANGUAGE SKILLS (CRN: 1584)
- Spring 2024** - BUS 270.V1 - MEDICAL OFFICE PROCEDURES (CRN: 1618)

2. Select the classes you wish to use accommodations in.

3. Click "Step 2- Continue to Customize Your Accommodations"

Based upon your current approved accommodations, please request accommodations for each of your classes for the semester indicated above.

To request additional accommodations, please fill out the **Additional Accommodation Request Form**.

Step 2 - Continue to Customize Your Accommodations

4. Select which of your approved accommodations you would like to use in each of your courses.

Final Step: Select Accommodation(s) for Each Class

BUS 135.V1 - Office Language Skills (CRN: 1584)

Instructor(s): **Jodie Hines**

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

Date Range(s): **01/16/2024 - 05/16/2024**

Location(s): **Not Specified**

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 BUS 135.V1

- Notetaking Services Test Reader Testing Accommodations
- Text in Alternate Format

Select the check box if you would like AIM to **email this Accommodation Letter** to your instructor(s) for **BUS 135.V1 - OFFICE LANGUAGE SKILLS**.

* If you are approved for Extended Test Time you will need to check the Testing Accommodations box. If you choose to have AIM email your accommodation letter to your instructor, you will not need to bring a physical copy to them. They will receive it through the online system.

5. After choosing your accommodations, click “Submit Your Accommodation Requests”.

Select Accommodation(s) for BUS 270.V1

Notetaking Services Test Reader Testing Accommodations

Text in Alternate Format

Select the check box if you would like AIM to email this Accommodation Letter to your instructor(s) for BUS 270.V1 - MEDICAL OFFICE PROCEDURES.

After submitting your request, you should be brought to the “Overview” page. From here, you can print a copy of your accommodation letter if you would like a physical copy as well.

OVERVIEW

 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

Note: It may take up to **10 seconds** to generate each PDF file.

Select Class:

 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.