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:
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.

* 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”.

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.