To receive accommodations the semester, you must follow the link below:

[Accommodation Letter Link](#)

You can log in by using your single sign-on username (the username you use to log into your school Gmail account) and password.

After logging in, you will see a title bar called "Select Accommodations for your Class."

Under step one: Select Classes, the classes that you have registered for will be listed, If you are waitlisted for a class and have a specific need for accommodations on the first day, contact a DLRC counselor.

You should ONLY request accommodations for classes you have already registered for, and plan to attend.

This system is only intended for accommodation requests; it will not make changes to your class schedule.

Select the classes for which you would like to request accommodations.

Next, click "Step 2 Continue to Customize your Accommodation."

Next, you'll see the section marked the "Final step: select accommodation(s) for each class."

This step contains a list of all classes you selected on the previous page and shows a list of all the accommodations for which you are approved.

If you think an accommodation that you should have is missing, contact your DLRC counselor.

Check the box for each accommodation that you want to use in a class.

Please check ONLY the accommodations that you know you will use.

Now click on the "SUBMIT your accommodation requests" button.

Your requests have now been made, and notifications will be emailed to your instructors before the term begins.

If you want to print a copy of the faculty notification letter, select a class in the drop-down menu. Click on the "Generate PDF button." After a minute, this form will be saved to your computer. Now you can open the PDF file and print it. Repeat this process for each class you want a printed copy of the notification. The forms are specific for each class.

After submitting the notification request, you can use the system to check on your request status. Go to the "My Accommodations" link in the left sidebar, and click on "List accommodations." Now you will see a section called "List Accommodations for this term." Use these "Next term" or "Previous term" links if you want to view a different term. For each class that you have requested accommodation requests for, you'll see the status of the request and links to modify, cancel, or view the history of the request. This system is not connected to the PeopleSoft registration system and will only make changes to your accommodations, not to your class schedule. If you need to add or drop a class, please see your academic advisor.

We highly encourage you to visit with each instructor to discuss your accommodations, and what you need to be successful in each class.

For more information or help with accommodations process, please contact the Disability Learning Resource Center by calling 312.499.4278 or email dlrc@saic.edu