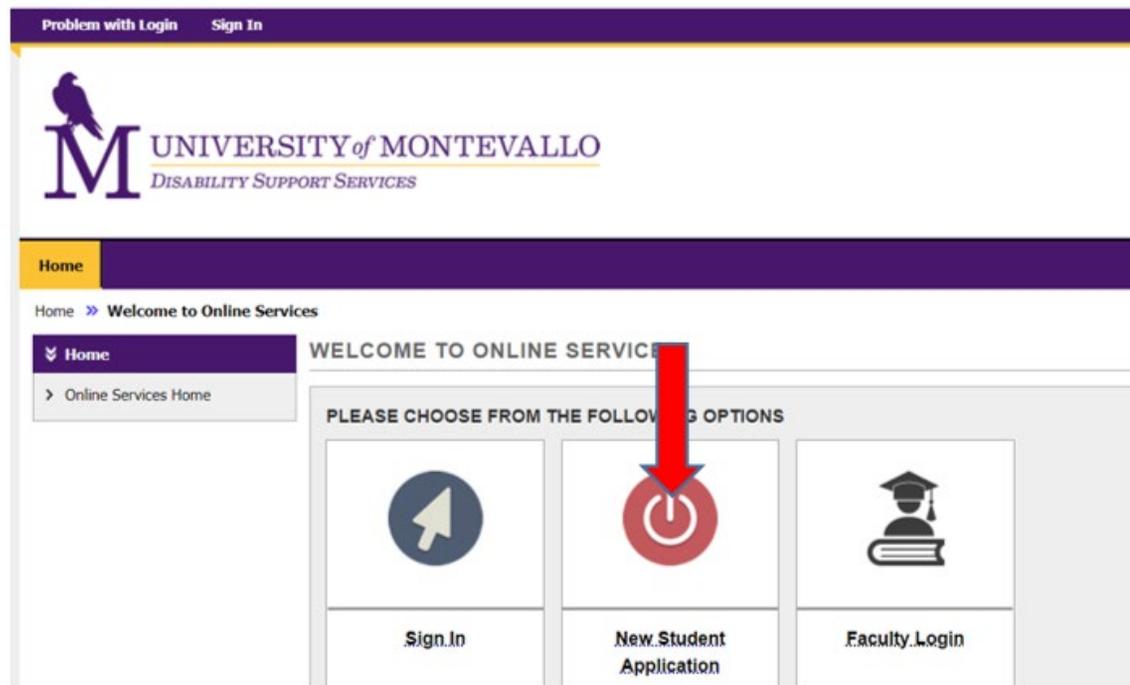


DSS Student Portal Instructions (updated 9/10/21)

Student can use the DSS Portal <https://elbert.accessiblelearning.com/Montevallo/>, linked from the main DSS webpage, to apply for accommodations, request faculty notification letters, acknowledge policies and more. In the coming semesters, we will add the capability to schedule DSS test proctoring, notetaking support and additional services.

1) If I have never used DSS services at Montevallo, where do I start?

Students new to DSS should complete a new DSS application. No log-in credentials are needed to complete this application. Returning DSS students wishing to request letters or to modify or add accommodations should not use this New Application button. This need is address latter in this tutorial.

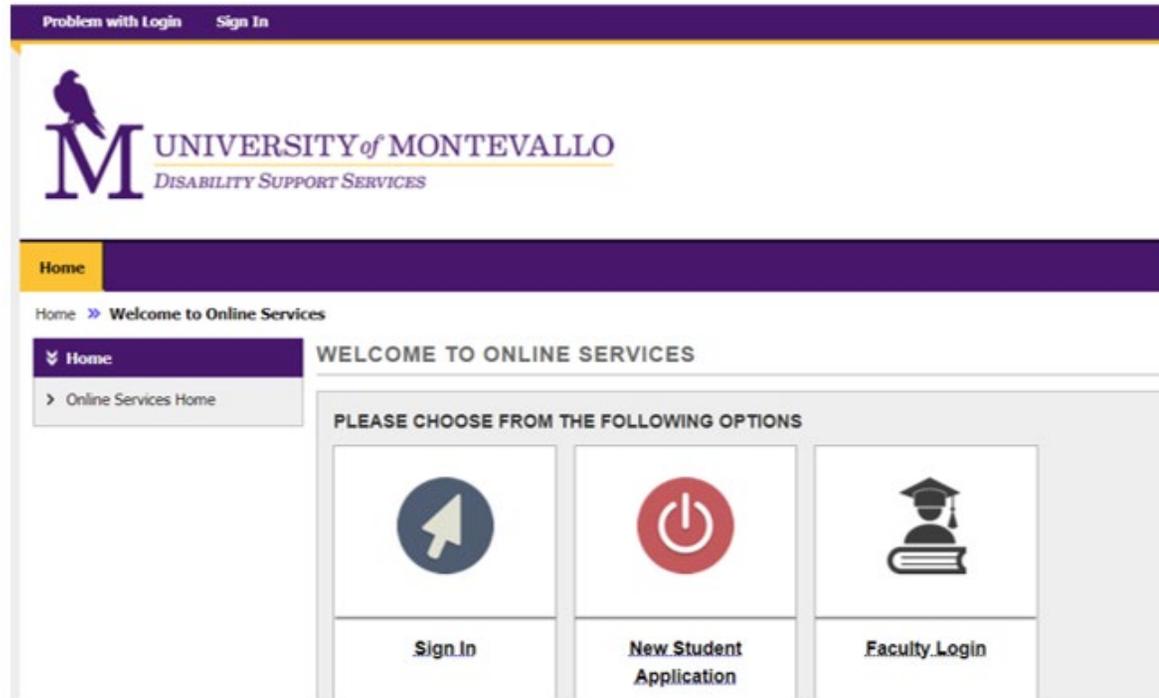


2) I already receive accommodations approved through DSS. Do I need to log into the new DSS Student Portal?

Yes, DSS began using the DSS Student Portal for faculty notifications in the summer of 2021. Registered DSS students will need to log into the DSS Portal at least once per semester if they wish to request accommodations. Requesting faculty letters through the DSS Portal takes the place of completing the former “Request for Accommodation” paper form.

3) How do I make request for Faculty Notification Letters to be emailed to my professors?

Current DSS students should choose the “Sign in” button and use their UM username and password (the same ones they use to log into their email and Canvas). (Note: do not use your entire email address- just the username.)

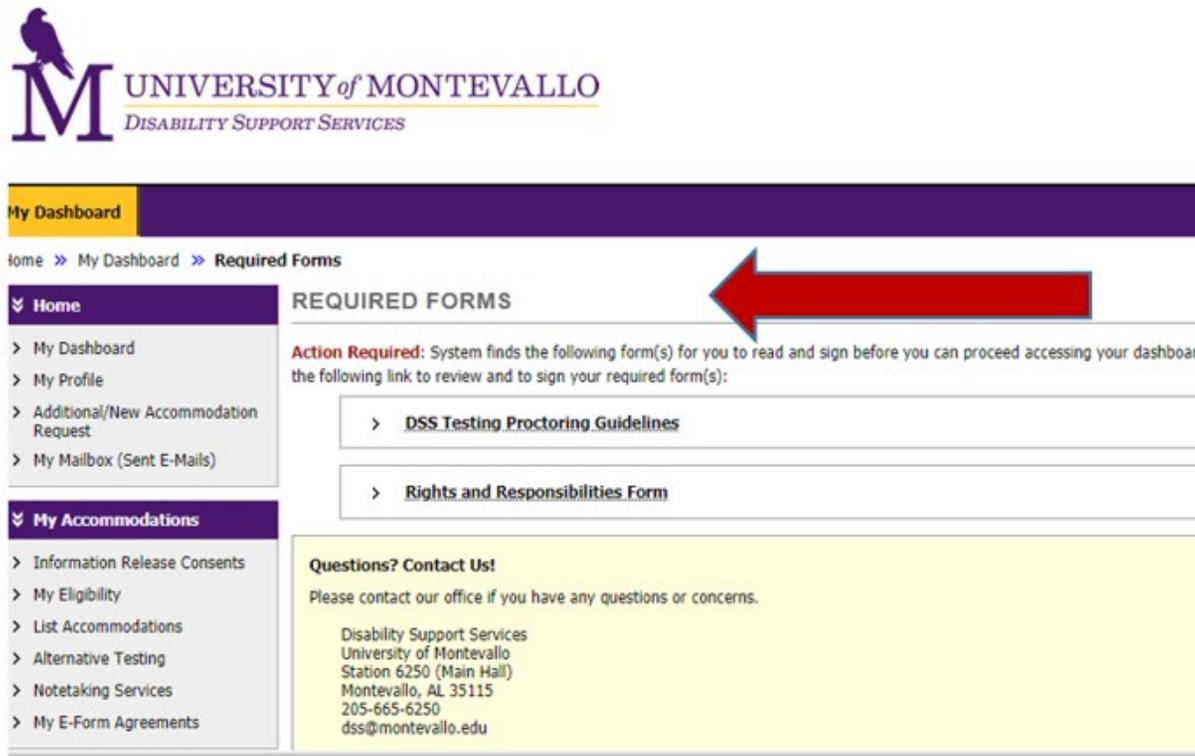


4) When should I log into the DSS Student Portal?

- Students can log in in advance of each term, or as soon as they recognize that they are in need of academic accommodations for a class. DSS recommends students provide DSS and faculty as much notice as possible, as some accommodations can take weeks or months of prep time. Faculty notices can be requested for the upcoming semester soon after registration occurs.
- If a student requests some accommodations extremely early (like in May or June) for the fall term, DSS will have the system set to delay the faculty email until a bit closer to the start of the term, so that faculty will have it fresh in their memory and their In-box..

5) After I log in, what's my first step?

- When students log into the Student Portal the top of the page may indicate that there are **Required Tasks or Required Forms** to be completed. Once a year students will be asked to read and sign a **Rights and Responsibilities Form**. This form must be acknowledged in order to continue with a request for accommodations.



The screenshot displays the University of Montevallo Disability Support Services (DSS) Student Portal. At the top left is the university logo, featuring a purple bird perched on a large 'M' with the text 'UNIVERSITY of MONTEVALLO' and 'DISABILITY SUPPORT SERVICES' below it. The main navigation bar is purple with 'My Dashboard' highlighted in yellow. Below the navigation bar, the breadcrumb trail reads 'Home >> My Dashboard >> Required Forms'. A red arrow points to the 'Required Forms' section. The 'REQUIRED FORMS' section contains an 'Action Required' message: 'System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. the following link to review and to sign your required form(s):'. Below this message are two links: '> DSS Testing Proctoring Guidelines' and '> Rights and Responsibilities Form'. On the left side, there is a sidebar menu with 'Home' and 'My Accommodations' sections. The 'Home' section includes links for 'My Dashboard', 'My Profile', 'Additional/New Accommodation Request', and 'My Mailbox (Sent E-Mails)'. The 'My Accommodations' section includes links for 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'Notetaking Services', and 'My E-Form Agreements'. At the bottom, there is a yellow box titled 'Questions? Contact Us!' with contact information for Disability Support Services: 'University of Montevallo, Station 6250 (Main Hall), Montevallo, AL 35115, 205-665-6250, dss@montevallo.edu'.

- Some students may have additional forms to acknowledge, such as the one reviewing the DSS office’s **Test Proctoring Procedures**.
- Students should thoroughly read any required forms, and then to **confirm** their consent by **typing their name exactly as it is listed** into the signature box (such as Daisy Duck in the screenshot below).
- Use the **Submit Form** button to “sign” and submit the form(s).
- Most such forms will require a signature once a year. Please contact DSS with any questions or concerns about the content of the forms.

The screenshot shows a form with two main sections. The top section is a white box with a thin border. Inside, on the left, is a small box labeled "Your Consent". To its right is a large red arrow pointing to a text input field labeled "Signature*:". Below the input field is a red note that says "Note: Please sign exactly as Daisy Duck". The bottom section is a yellow box with a thin border. It contains the text "By submitting this form, you have agreed to the terms and conditions specified above:" followed by a button labeled "Submit Form". A large red arrow points to the "Submit Form" button.

6) How do I request that Faculty Notification (Accommodation) Letters be sent to my faculty?

- After logging in and signing any required forms, students will choose “**My Dashboard**” in the left side navigation, and then “**Select Accommodations for your Class**” from their dashboard.

- They will then click **Step 1: Select Classes**, which allows them to indicate the courses for which they wish to receive accommodations. If there are courses in which a student does not need any accommodations, they can leave those unselected.

My Dashboard

Home >> My Dashboard >> Overview

Login as User Feature

Back to My Profile

Home

- > My Dashboard
- > My Profile
- > Additional/New Accommodation Request
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > My E-Form Agreements

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message regarding your account:

- **Your To Do List:**
No Accommodation Requests Found
You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

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.

- Students will then complete **Step 2, Customize your Accommodations**, which allows students to choose if they want some or all of their accommodations for each selected class.

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 2021 - EC 232.301 - (CRN: 10390)

Spring 2021 - INFM 349.301 - (CRN: 13335)

Spring 2021 - INFM 350.301 - (CRN: 13769)

Spring 2021 - INFM 371.501 - (CRN: 12739)

Spring 2021 - MATH 202.001 - (CRN: 13051)

I understand that I am submitting a request for an accommodation notice to be sent to the faculty for each of the classes checked above. Accommodation notices will be delivered via email to faculty, and faculty will also be able to view the information by using the AIM Faculty Portal.

I know I am responsible for follow-up with each instructor about which specific accommodations needed and to discuss implementation. I also understand that some accommodations may be subject to course-specific DSS approval before being sent to faculty.

Step 2 - Continue to Customize Your Accommodations

- The next step will be choosing the accommodations you want for a given course. **NOTE:** The Portal software will group some accommodations together in one category. For example, all accommodations dealing with tests will be grouped together in one category referred to as **Alternative Testing**. * Do not be concerned if you do not see separate boxes for each testing accommodation, such as extended time or distraction-reduced testing. If you can see these listed when looking at your profile, they will show up on your faculty notifications.

- Important:** Students must mark each box for the accommodations they want included on the email for each class. In the example shown below, for this course, the student has marked Alternative Testing, Medical Permission to step out of class, and Consideration on deadlines in case of a medical flare, but has not marked Notetaking Services or E-Text. Notetaking and E-text accommodations will not appear on their Faculty Notification Letter for that class. Note that any approved accommodations such as parking, housing, meal plans, or priority registration will not appear on the faculty notification because they do not need to be handled/known by your instructors.

The screenshot displays the 'Manage Appointments' section of a web portal. On the left is a sidebar with navigation options: Manage Appointments, Manage Accommodations, Alternative Formats, Alternative Testing, Communication Access, Notetaking Services, and Manage Equipment. The main content area shows details for a request for instructor Amiee Mellon, dated 05/10/2021 to 05/28/2021, at a location that is 'Not Specified (Campus: OL)'. The 'Request Status' is 'Approved', with a green checkmark icon. It lists the first entry by Deborah Braswell on 05/06/2021 and the last update by the system on 05/12/2021. The 'Notification Letter' section indicates the status is 'Emailed [Instructor Confirmed]', with the last email sent on 05/06/2021 at 02:16 PM and the last read in the instructor portal on 05/12/2021 at 01:11 PM. Below this is a section titled 'Select Accommodation(s) for MK 455.301' with checkboxes for 'Alternative Testing', 'Medical Permission to step out of class', 'Consideration on deadlines in case of medical flare-up', and 'Notetaking Services'. The 'E-Text' option is also present but unchecked. At the bottom, there is a checkbox for 'Thank you for requesting this accommodation notice be sent to your faculty. You will receive a duplicate email when it is delivered.' A red arrow points to a 'Version 4.15B.2106' label in the sidebar.

- Once requests are submitted (but not before the scheduled time set by DSS), a Faculty Notification Letter will be emailed to faculty and a duplicate will be emailed to the student. DSS will be copied on both emails. Students and Faculty can also view the requests in their respective DSS Portals. In the future you will also be able to review previous requests handled via the Portal.

****IMPORTANT: After students receive the duplicates of faculty emails, it is then the responsibility of the student to contact the instructor for a brief follow-up to clarify any accommodation needs or to confirm any issues related to testing, notetaking or other variable accommodations.****

This contact may be as simple as an email such as:

“I believe you have received the DSS accommodation email and the DSS staff asked me to follow-up with you to see if there are questions about which ones may be applicable to your class and to discuss how best to implement those accommodations. Please let me know the best way for us to communicate about this.”

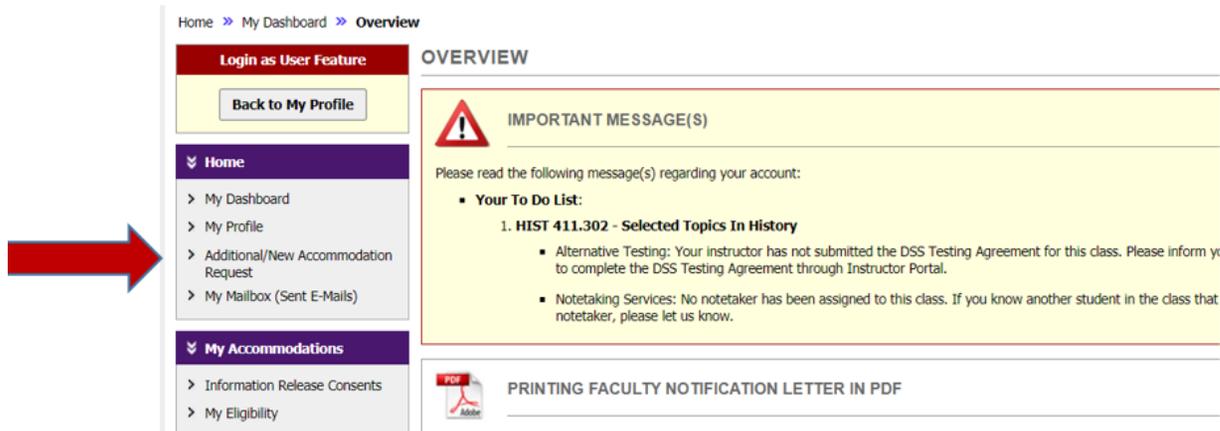
- This communication can be handled by email, phone, zoom, or in person.
- Use this meeting/discussion to ask questions of the faculty about items that might be impacted by your accommodations, such as determining if peer notetaking may be needed given resources that may be available from the professor, if extended time testing can be proctored by professor or should happen in DSS, or what type of communication is required from a student approved for reasonable modification of attendance or medical permission to occasionally step out of class.
- The discussion allows both the student and the faculty member to gain more information that may help determine if all eligible accommodations are needed for that specific class.
- **There is not a requirement that this be an in-person meeting, although that is an option if that is preferred by both faculty and student.**
- **There may be times, especially with faculty who have taught the student before, that they can agree via email that no further explanation or clarification is needed.**

7) Can I look at past or current accommodations I have requested?

- Yes, you can always use the Portal to see your accommodations in past terms or the current one.
- The system will automatically cancel any accommodation notifications for classes you might drop, but if you add classes after your initial request, you must log back into the Portal to add new letter requests. Due to syncing with Banner during the night, you will likely not see your new class(es) in the DSS Portal until the next day.

8) How do I document a new disability condition, request a new accommodation, or remove or make changes to existing accommodations?

- Previously registered students wishing to add a new accommodation should not complete a new DSS application. Students should log into the Portal and then choose **Additional/New Accommodation Requests** from the left side navigation panel.



The screenshot shows a user interface for a portal. On the left is a navigation menu with two main sections: 'Home' and 'My Accommodations'. Under 'Home', there are four items: 'My Dashboard', 'My Profile', 'Additional/New Accommodation Request', and 'My Mailbox (Sent E-Mails)'. A large red arrow points to the 'Additional/New Accommodation Request' item. The main content area is titled 'OVERVIEW' and contains an 'IMPORTANT MESSAGE(S)' section with a warning icon. The message text reads: 'Please read the following message(s) regarding your account:'. Below this is a 'Your To Do List' with one item: '1. HIST 411.302 - Selected Topics In History'. This item has two sub-points: 'Alternative Testing: Your instructor has not submitted the DSS Testing Agreement for this class. Please inform y to complete the DSS Testing Agreement through Instructor Portal.' and 'Notetaking Services: No notetaker has been assigned to this class. If you know another student in the class that notetaker, please let us know.' Below the message section is a link for 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' with a PDF icon.

- Note: If a student no longer wishes for a specific accommodation to appear on any Faculty notifications, they should email or call the office and we can easily remove any accommodation no longer desired.
- If a student simply does not want an accommodation to appear on one faculty notice but does need it to appear on others, they can control this with the customization as they select the accommodations for each class. For example, if a student wishes to use notetaking support in history class but not in math, then they would not select the notetaking support option for the math course.