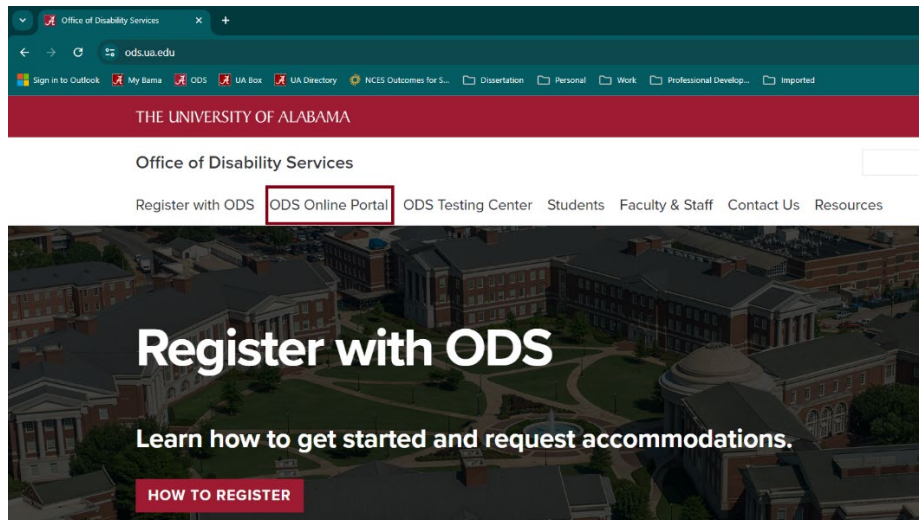


How to Complete and Submit an ODS Application Tutorial for Students

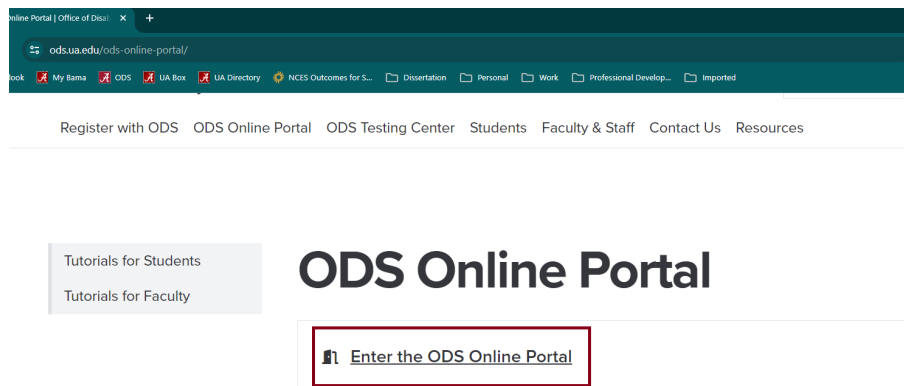
To begin the [ODS Registration Process](#), students complete an application. Students must be admitted to UA and will need their myBama username and password, and CWID. This application should only be completed by the student requesting accommodations.

Access the ODS Online Portal

1. Access the ODS website by typing www.ods.ua.edu into your browser. Then, select the “ODS Online Portal” tab.



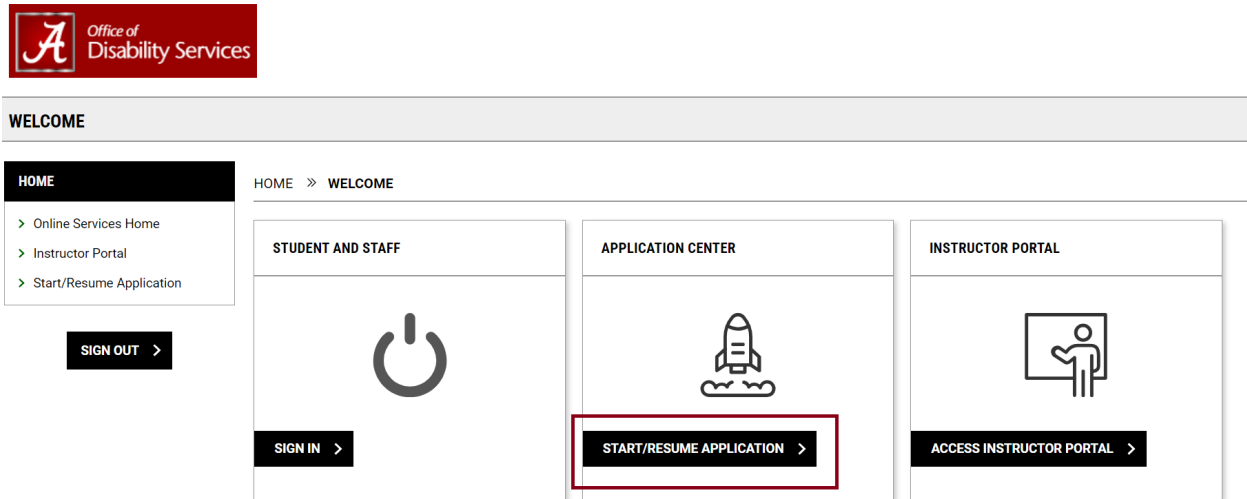
2. Select “Enter the ODS Online Portal.”



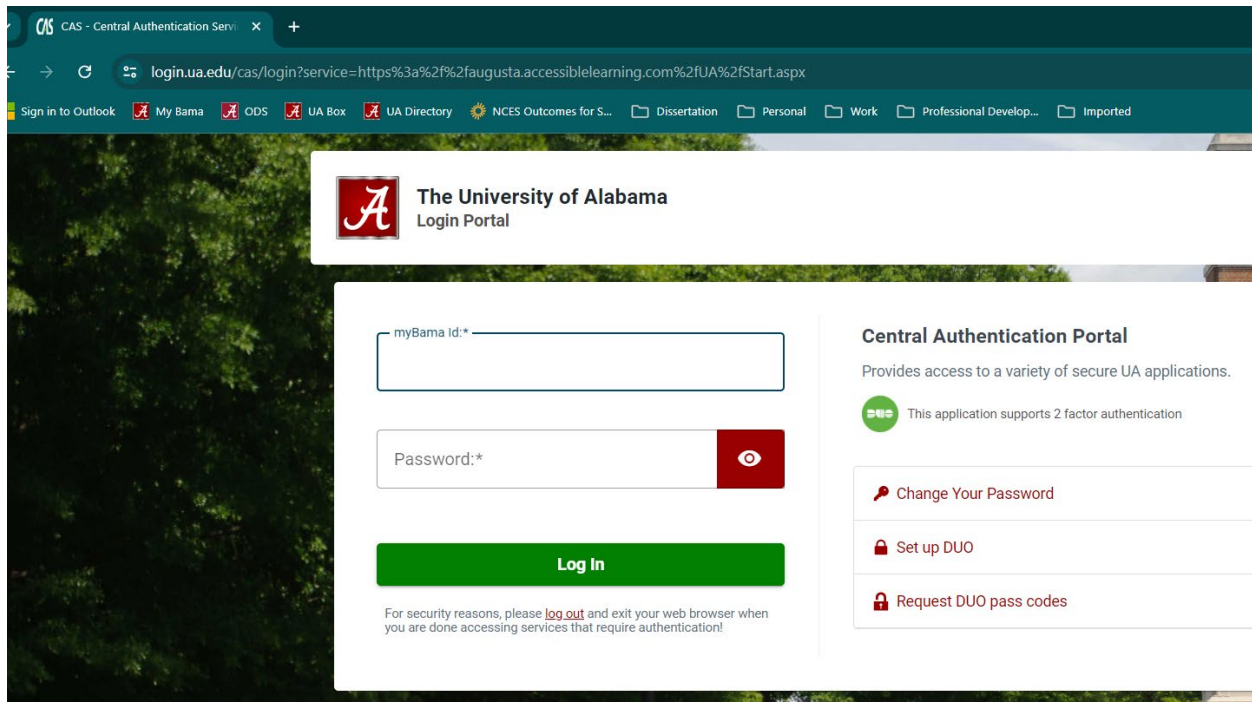
The ODS Online Portal is being upgraded. Here's what you need to know:

- The portal will be unavailable the evening of July 3, 2024 through early morning on July 5, 2024. Users will be able to sign in to the portal as usual on July 5.

3. Select “Start/Resume Application”.



4. Enter your myBama username and password. Then, select “Log In.”



Start New Application

Select “Start New Application.”

INTRODUCTION

Welcome to the Office of Disability Services (ODS) online application. ODS is the central campus resource for students who wish to request academic accommodations.

If you have not already reviewed the steps in the registration process, please visit our [website](#) for additional information.

In order to complete this application, you must have your crimson email address and Campus Wide Identification Number (CWID).

This application must be completed by the student seeking services.

STANDARD APPLICATION FOR ACCOMMODATIONS

Type:
Student Application

About This Template ▼

START NEW APPLICATION >

- Enter your phone number. It’s important to provide your phone number, not your parents’ phone number, so that we can contact you directly if needed.
- Select any UA programs or services you are affiliated with.
- Complete the required fields with your personal information, including your preferred name.

CONTACT INFORMATION

Email Address *:

Primary Phone Number *:

ADDITIONAL INFORMATION

Affiliations:

<input type="checkbox"/> Adapted Athletics	<input type="checkbox"/> Campus Honors Program
<input type="checkbox"/> Collegiate Recovery	<input type="checkbox"/> Crimson Edge
<input type="checkbox"/> Crossing Points Occupational Certificate	<input type="checkbox"/> First generation college student
<input type="checkbox"/> I am enrolled in an online or Distance Education program	<input type="checkbox"/> I am enrolled in Early College
<input type="checkbox"/> I am enrolled in the Law School	<input type="checkbox"/> International Student
<input type="checkbox"/> Non-degree Seeking Certificate Program	<input type="checkbox"/> Student Athlete
<input type="checkbox"/> TRIO	<input type="checkbox"/> UA ACTs
<input type="checkbox"/> Veteran	

PERSONAL INFORMATION

First Name *:

Preferred Name:

Middle Name:

Last Name *:

CWID *:

Hint: 8 digit CWID

Birth Date * : ?

Gender *:
 ▼

Pronouns:

Indicate your ethnicity, then select “Create Application Draft.”

Ethnicities:

American Indian or Alaska Native Asian

Black or African American Hispanic or Latino

Native Hawaiian or Other Pacific Islander Other/Not Reported

White (Not Hispanic or Latino)

FORM SUBMISSION

Important Note: Responses are **only saved** after selecting the “Create Application Draft” button.

CREATE APPLICATION DRAFT > **BACK TO OVERVIEW >**

You will be asked to answer three questions. First, indicate how you learned about ODS. Multiple selections are permitted.

Important Note: To save the progress of your application, be sure to select the form submission button at the bottom of each page.

LIST OF QUESTIONS

How did you learn about the Office of Disability Services? Please select all that apply.

High school (i.e., guidance counselor, used accommodations in high school, etc.)

Internet or online search (i.e., UA website, UA social media, etc.)

Personal contact (i.e., parent or family, friend, alumni, etc.)

Service provider (i.e., non-UA doctor, counselor/therapist, Vocational Rehabilitation)

UA academic advisor (i.e., Student Services)

UA Capstone Center for Student Success

UA counseling services (i.e., Counseling Center, Psychology Clinic, WGRC, UA-ACTS, etc.)

UA Dean of Students office or Student Care and Well Being

UA instructor or faculty mentor

UA Office of Admissions (i.e., recruiter, orientation, campus tour, etc.)

UA Student Health Center

UA Veteran & Military Affairs

Then, select the nature of the disability or disabilities for which you are requesting accommodation.

What is the nature of the disability(ies) for which you are requesting accommodations?

- ADHD
- Autism Spectrum Disorder
- Behavioral or Mental Health Condition
- Deafness or Hearing Loss
- Low Vision or Blindness
- Mobility Impairment
- Specific Learning Disability
- Systemic Disability or Chronic Illness
- Traumatic Brain Injury
- Temporary Impairment: If you have a temporary impairment, review [our website](#) before submitting application.

Finally, indicate the accommodations you are requesting. Then, select “Save and Upload Documentation.”

Please indicate the accommodation(s) you are requesting:

- Extended time on exams
- Reduced distraction testing environment
- Other (**Additional Comment Required**)

Additional Comment:

FORM SUBMISSION

Important Note: Responses are **only saved** after selecting the “**Save and Upload Documentation**” button.

SAVE AND UPLOAD DOCUMENTATION >

You will be prompted to upload your documentation if available. If your documentation is not yet available. Select "Proceed to Final Review."

UPLOAD FILE

FILE INFORMATION
File Title *
Select File *
Choose File No file chosen

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select "Proceed to Final Review"

UPLOAD FILE > PROCEED TO FINAL REVIEW >

You will notice no files have been uploaded yet. Select "Submit Application."

Brittany Gregg
ID Phone Email
OVERVIEW QUESTIONNAIRE FILES SUBMIT APPLICATION

APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED

FILES
0
Number of Files Uploaded

FORM SUBMISSION
SUBMIT APPLICATION >


You will see that your application has been submitted.

The remainder of this tutorial will review how to resume your application to upload files and schedule an appointment.

Upload Documentation

Resume your application. First, follow Access the ODS Online Portal, steps 1 through 4 (above).

Select “Continue Application.”

 **INTRODUCTION**

Welcome to the Office of Disability Services (ODS) online application. ODS is the central campus resource for students who wish to request academic accommodations.

If you have not already reviewed the steps in the registration process, please visit our [website](#) for additional information.

In order to complete this application, you must have your crimson email address and Campus Wide Identification Number (CWID).

This application must be completed by the student seeking services.

[DRAFT] STUDENT APPLICATION

Template:
Standard Application for Accommodations 2024

Started On:
Wednesday, July 17, 2024 at 12:01 PM

CONTINUE APPLICATION >

From the menu at the top, select “Files.”

» STUDENT APPLICATION - QUESTIONNAIRE

Brittany Gregg

ID Phone Email

[OVERVIEW](#) [QUESTIONNAIRE](#) **[FILES](#)** [APPOINTMENTS](#) [MAILBOX](#)

LIST OF QUESTIONS

How did you learn about the Office of Disability Services? Please select all that apply.

- High school (i.e., guidance counselor, used accommodations in high school, etc.)

What is the nature of the disability(ies) for which you are requesting accommodations?

- ADHD

Please indicate the accommodation(s) you are requesting:

- Extended time on exams

Choose the file you would like to submit, then select “Upload File.”

UPLOAD FILE

FILE INFORMATION
File Title * :

Select File * : ?
 No file chosen

FORM SUBMISSION
Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select **Proceed to Final Review**

Your file was successfully uploaded. You may upload additional files if needed. Files are reviewed within 5 business days and you will receive an email regarding next steps.

FILES SUCCESSFULLY UPLOADED

File Title	Date Uploaded	File Type	Si
Psychoeducational Evaluation	07/17/2024 at 11:02 AM	Microsoft Word	12

UPLOAD FILE

FILE INFORMATION
File Title * :

Select File * : ?
 No file chosen

Request an Appointment

Your Accommodations Specialist will notify you via email a meeting is required. When you are ready to schedule an appointment, select “Request an Appointment” in the top right corner.

Home » STUDENT APPLICATION - APPOINTMENTS UPCOMING APPOINTMENTS REQUEST AN APPOINTMENT

Brittany Gregg

ID Phone: Email

[OVERVIEW](#) [QUESTIONNAIRE](#) [FILES](#) [APPOINTMENTS](#) [MAILBOX](#)

IMPORTANT MESSAGE

Once you submit your request, you will receive an email either confirming the date and time of your appointment, or asking you to contact us to provide additional information.

NO UPCOMING APPOINTMENT

Select “Main Campus” from the drop-down menu (even if you are a UA Online student). Then, select “Continue to select your availability.”

Home » STUDENT APPLICATION - APPOINTMENTS UPCOMING APPOINTMENTS REQUEST AN APPOINTMENT

Brittany Gregg

ID Phone Email

[OVERVIEW](#) [QUESTIONNAIRE](#) [FILES](#) [APPOINTMENTS](#) [MAILBOX](#)

IMPORTANT MESSAGE

Once you submit your request, you will receive an email either confirming the date and time of your appointment, or asking you to contact us to provide additional information.

APPOINTMENT REQUEST DETAIL

Campus *:

FORM SUBMISSION

CONTINUE TO SELECT YOUR AVAILABILITY > BACK TO LIST >

- Select the type of appointment you prefer. Options include in-person, remote, or next available. Enter a brief note about the purpose of the meeting.
- Entering students should include their Bama Bound or transfer orientation dates.
- Select your availability. You are required to make at least 6 and no more than 20 selections.

IMPORTANT MESSAGE

Once you submit your request, you will receive an email either confirming the date and time of your appointment, or asking you to contact us to provide additional information.

APPOINTMENT REQUEST DETAIL

Campus:
Main Campus

Type *:

Tell Us What You'd Like To Discuss. Entering Students Please List Your Bama Bound Orientation Date. *:

SELECT YOUR AVAILABILITY *

Hint: You are required to make a minimum of 6 selections and a maximum of 20 selections.

FRIDAY, JULY 19, 2024

08:30 AM - 09:30 AM 09:30 AM - 10:30 AM
10:30 AM - 11:30 AM 01:30 PM - 02:30 PM
02:30 PM - 03:30 PM

MONDAY, JULY 22, 2024


Once you have indicated your availability, select “Add Appointment Request” at the bottom of the screen.

THURSDAY, AUGUST 01, 2024

08:30 AM - 09:30 AM 10:30 AM - 11:30 AM
01:30 PM - 02:30 PM 02:30 PM - 03:30 PM
03:30 PM - 04:30 PM

FORM SUBMISSION

Your request has been submitted and you will receive an email confirming the date and time of your appointment. If the none of the selected dates and times are available, you will also be notified via email. You may modify or cancel your request from this screen.

 **IMPORTANT MESSAGE**

Once you submit your request, you will receive an email either confirming the date and time of your appointment, or asking you to contact us to provide additional information.

APPOINTMENT REQUEST

Campus:
Main Campus

Type:
In-Person

Earliest Availability:
Friday, July 19, 2024 08:30 AM - 09:30 AM

MODIFY / CANCEL REQUEST >