How to Send Accommodation Letters
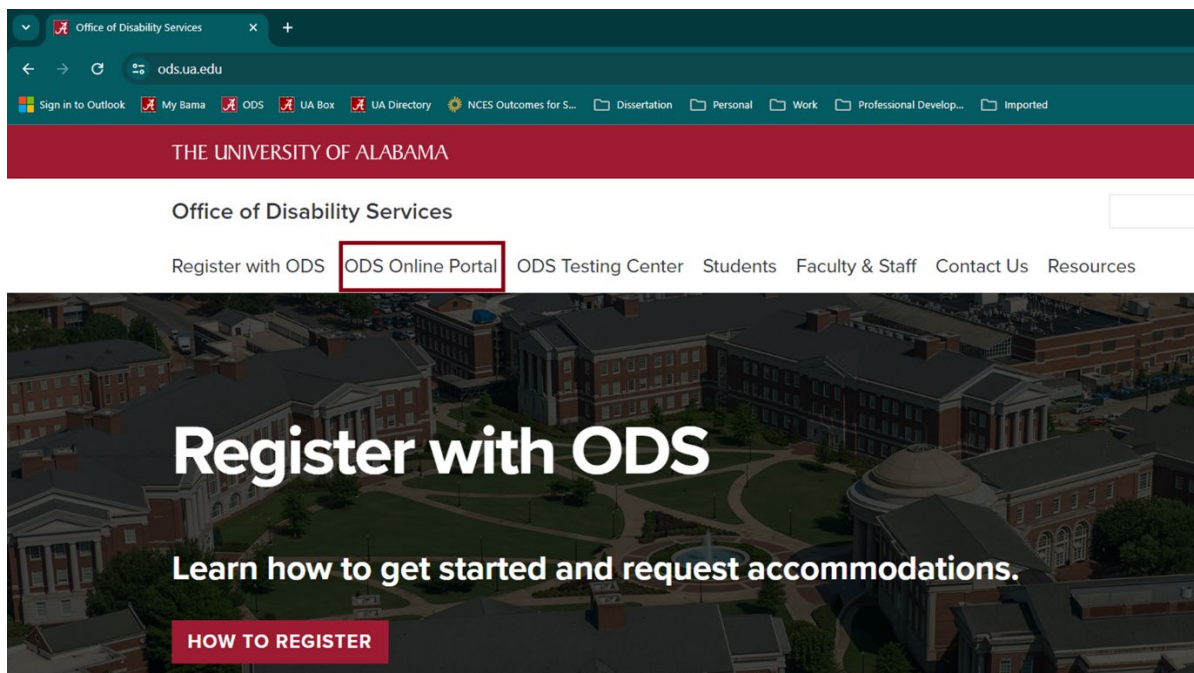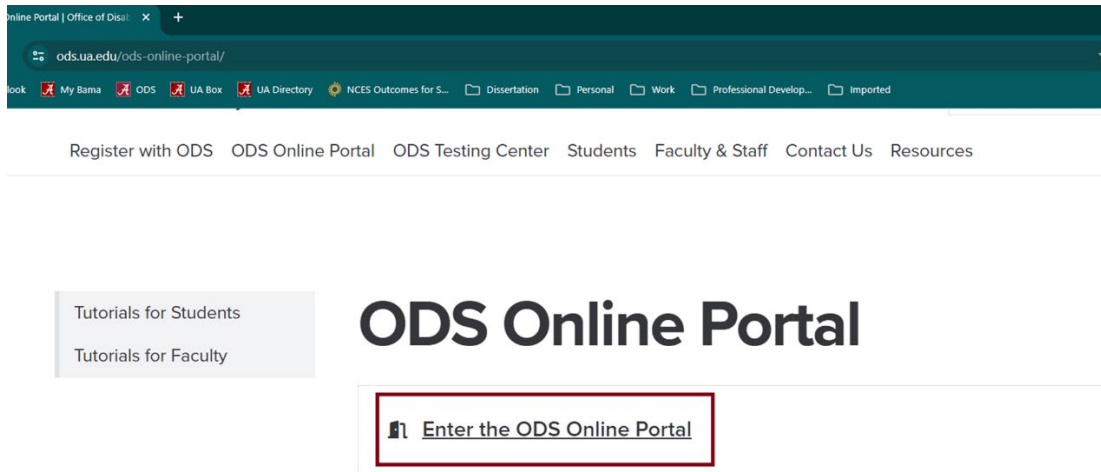
Tutorial for Students

Reminders

- Send accommodation letters at the beginning of each term. Accommodations take effect the day you send the letter and are not retroactive.
- Communicate with instructors to ensure you understand how accommodations will be applied in each course.
- If you have questions or concerns, promptly contact your Accommodations Specialist for assistance. You can also request an appointment through the ODS Online Portal.
- If using the ODS Testing Center, remember to request a testing appointment at least 3 business days in advance of your exam date.

Access the ODS Online Portal
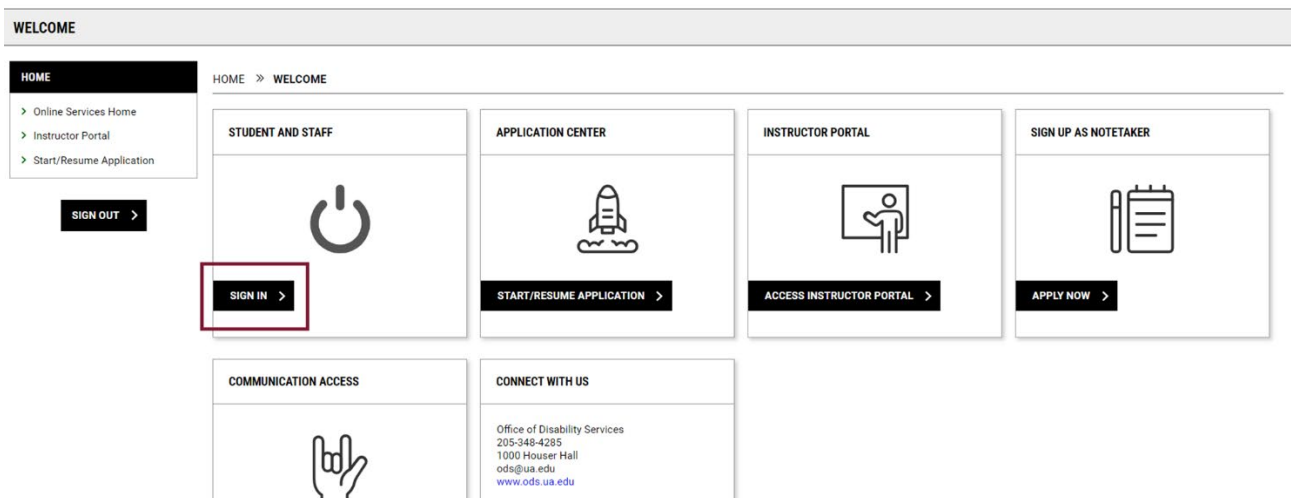
1. Visit www.ods.ua.edu and select the ODS Online Portal tab.

2. You'll be redirected to the portal landing page where you can view additional tutorials. Select "Enter the ODS Online Portal."
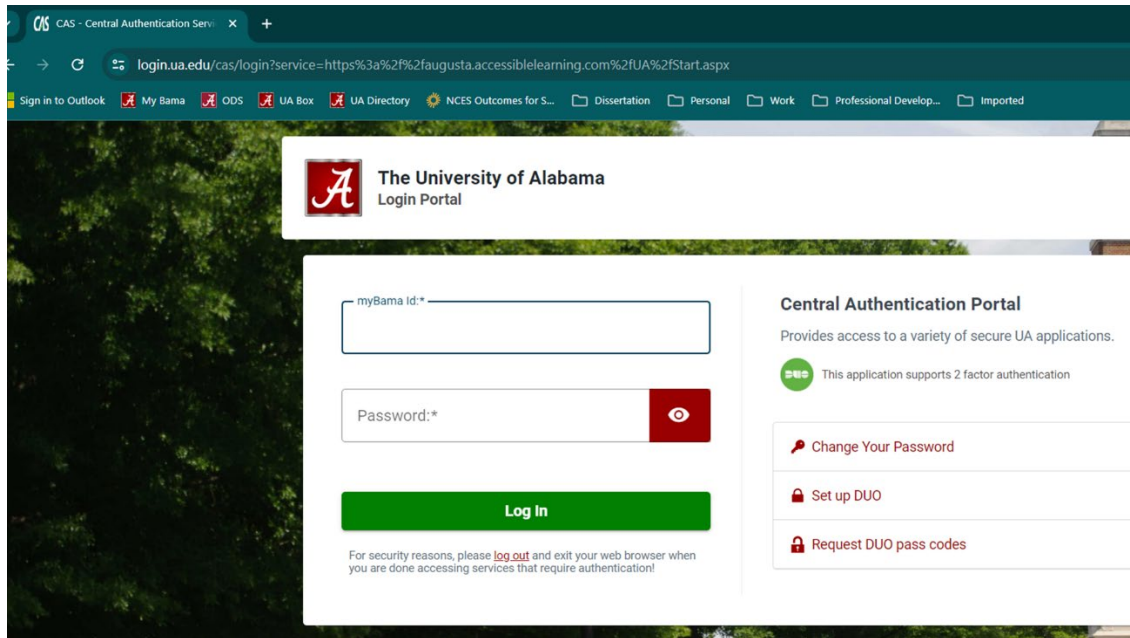

3. Select "Sign In."

4. You will be prompted to enter your myBama username and password. Then, select "Log In."

E-form Agreements

You will be prompted to review and sign e-form agreements, which include your rights and responsibilities and important reminders about how to use specific accommodations. **It is important to review e-forms in detail so that you are familiar with your accommodations and any procedural changes.**

Select "Continue to Sign Electronically" and all e-forms will pull into 1 page for you to read and sign.

After reviewing e-forms, electronically sign by typing in your name exactly as it appears on the screen. Then, select "Submit form." You will receive an email copy of your e-forms.

YOUR CONSENT

By submitting this form, I acknowledge I have reviewed and understand the information, terms, and conditions specified above.

Please sign exactly as **Big Al**.
Signature * :

> **Hint**: Please sign exactly as **Big Al**.

SUBMIT FORM >

Request Accommodation Letters

The portal will display a message "No Accommodation Request Found" when no letters have been sent for the current term. Select "Add Requests" to proceed with requesting letters.

**Accommodation Requests
FALL 2024**

0

Number of Requests

+

Add Requests

No Accommodation Request Found

- Classes for the current term will be displayed.
- You can apply the same accommodations to all classes, but we recommend customizing accommodations for each course.
- Select the box next to each class in which you'd like to request accommodations. Then, select "Continue to Next Step."

Previous Term | Term: 2024 - Fall | Next Term

ACCOMMODATION REQUESTS

How to Request Accommodations ⌄

STEP: SELECT COURSES

☐ AIM 201.001 - HOW TO USE AIM (CRN: 98765)
☐ LAB 301.001 - LAB COURSE (CRN: 56789)
☐ ODS 101.003 - INTRO TO ODS (CRN: 12345)

☐ Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP ›

Select the accommodations you need in each class. Here is an example of how to customize accommodations:

- All accommodations were selected for AIM 201.
- We only selected flexible attendance and breaks during class for LAB 301 which is a class that has no exams.
- For ODS 101, we selected all accommodations except reduced distraction environment. This is an option if you have a small class and don't believe a reduced distraction environment is necessary.
- Once you've made your selections, select Submit Request.

Previous Term | Term: 2024 - Fall | Next Term

AIM 201.001	**LAB 301.001**	**ODS 101.003**	**STEP: FINAL STEP**
Course Detail ⌃	*Course Detail* ⌃	*Course Detail* ⌃	**SUBMIT REQUEST ›**
Course Type: **LEC**	Course Type: **LEC**	Course Type: **LEC**	**START OVER ›**
Meeting Time:	Meeting Time:	Meeting Time:	
○ TR at **10:00 AM - 11:15 AM** Session: **08/22/2024 - 12/13/2024**	○ W at **02:00 PM - 05:00 PM** Session: **08/21/2024 - 12/13/2024**	○ MWF at **08:00 AM - 08:50 AM** Session: **08/21/2024 - 12/13/2024**	
Instructor:	Instructor:	Instructor:	
○ **Brittany Gregg** - Email: bmgregg@ua.edu	○ **Brittany Gregg** - Email: bmgregg@ua.edu	○ **Brittany Gregg** - Email: bmgregg@ua.edu	
SELECT ACCOMMODATIONS	**SELECT ACCOMMODATIONS**	**SELECT ACCOMMODATIONS**	
☑ Select All	☐ Select All	☐ Select All	
☑ Extra Time 1.50x	☐ Extra Time 1.50x	☑ Extra Time 1.50x	
☑ Flexible Attendance and Deadlines	☑ Flexible Attendance and Deadlines	☑ Flexible Attendance and Deadlines	
☑ Reduced Distraction Environment	☐ Reduced Distraction Environment	☐ Reduced Distraction Environment	
☑ Student may take breaks during class	☑ Student may take breaks during class	☑ Student may take breaks during class	
☐ I do not need accommodation for this course: **AIM 201.001**.	☐ I do not need accommodation for this course: **LAB 301.001**.	☐ I do not need accommodation for this course: **ODS 101.003**.	

Now the screen displays a message that your action was successfully completed and you can view the accommodations you requested for each class.

If you need to modify your request, you may do so from this screen by the selecting the "Modify Request" link in blue.

✓ **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

Previous Term | **Term: 2024 - Fall** | Next Term

ACCOMMODATION REQUESTS

How to Request Accommodations ⌄

The following classes which accommodations were requested by the student:

- AIM 201.001 - HOW TO USE AIM (CRN: 98765)
- LAB 301.001 - LAB COURSE (CRN: 56789)
- ODS 101.003 - INTRO TO ODS (CRN: 12345)

AIM 201.001

Status:
Approved - Notification Scheduled

Course Title:
How to Use AIM (98765)

Available Action:
Modify Request

Request Summary ⌄

Course Detail ⌄

Accommodation Requested:
- Extra Time 1.50x
- Flexible Attendance and Deadlines
- Reduced Distraction Environment
- Student may take breaks during class

LAB 301.001

Status:
Approved - Notification Scheduled

Course Title:
Lab Course (56789)

Available Action:
Modify Request

Request Summary ⌄

Course Detail ⌄

Accommodation Requested:
- Flexible Attendance and Deadlines
- Student may take breaks during class

ODS 101.003

Status:
Approved - Notification Scheduled

Course Title:
Intro to ODS (12345)

Available Action:
Modify Request

Request Summary ⌄

Course Detail ⌄

Accommodation Requested:
- Extra Time 1.50x
- Flexible Attendance and Deadlines
- Student may take breaks during class

You will receive a copy of each accommodation letter via email. You can also view or download a PDF of your accommodation letters by selecting "My Mailbox" from the far left column.

MY MAILBOX - SENT EMAILS

LOGIN AS USER

BACK TO MY PROFILE ›

MY DASHBOARD

> Overview
> Announcements
> Equipment
> Information Release Consents
> Login and Security
> My Appointments
> My Documents
> My Files
> My Eligibility
> My E-Form Agreements
> My Mailbox (Sent Emails)
> My Signup List

⌂ » MY DASHBOARD » MY MAILBOX - SENT EMAILS   SENT EMAILS NOTIFICATIONS

Records Found: 152 (Showing: 1 - 100)   Show Per Page: 100 ⌄ < Page: 1 >

View	PDF	Email Subject	Recipients	Date Sent
View	PDF	[ODS] Daisy Duck - ODS 101.003 - INTRO TO ODS (CRN: 12345) - Notification of Academic Accommodations 2024 - Fall	dmarlowe@aalan.ua.edu	07/29/2024 at 12:48 PM
View	PDF	[ODS] Daisy Duck - ODS 101.003 - INTRO TO ODS (CRN: 12345) - Notification of Academic Accommodations 2024 - Fall	bmgregg@ua.edu	07/29/2024 at 12:48 PM
View	PDF	[ODS] Daisy Duck - AIM 201.001 - HOW TO USE AIM (CRN: 98765) - Notification of Academic Accommodations 2024 - Fall	dmarlowe@aalan.ua.edu	07/29/2024 at 12:48 PM
View	PDF	[ODS] Daisy Duck - AIM 201.001 - HOW TO USE AIM (CRN: 98765) - Notification of Academic Accommodations 2024 - Fall	bmgregg@ua.edu	07/29/2024 at 12:48 PM
View	PDF	[ODS] Daisy Duck - LAB 301.001 - LAB COURSE (CRN: 56789) - Notification of Academic Accommodations 2024 - Fall	dmarlowe@aalan.ua.edu	07/29/2024 at 12:48 PM
View	PDF	[ODS] Daisy Duck - LAB 301.001 - LAB COURSE (CRN: 56789) - Notification of Academic Accommodations 2024 - Fall	bmgregg@ua.edu	07/29/2024 at 12:48 PM
View	PDF	[ODS] Flex Plan Completed for ODS 101.002 - INTRO TO ODS (CRN: X0102)	dmarlowe@aalan.ua.edu, bmgregg@ua.edu, lrhughey@ua.edu, vagoepel@ua.edu	07/23/2024 at 02:05 PM

After sending letters, it is important to communicate with instructors to ensure you understand how your accommodations will be provided in each course.