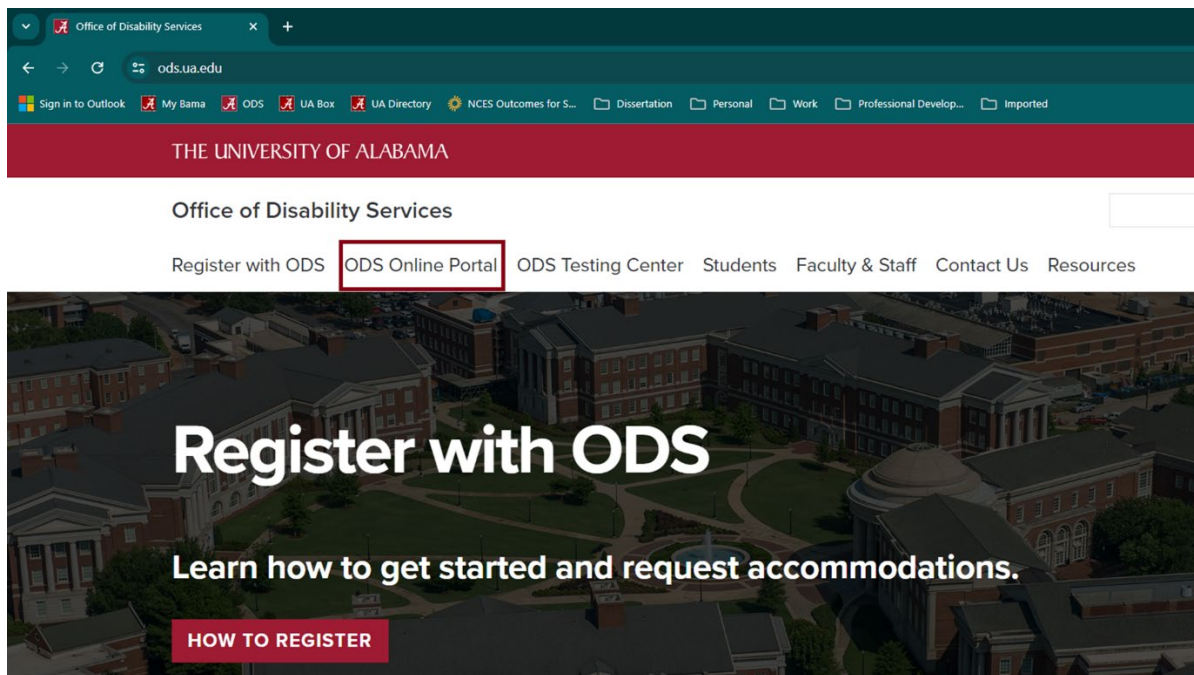


ODS Online Portal Demonstration

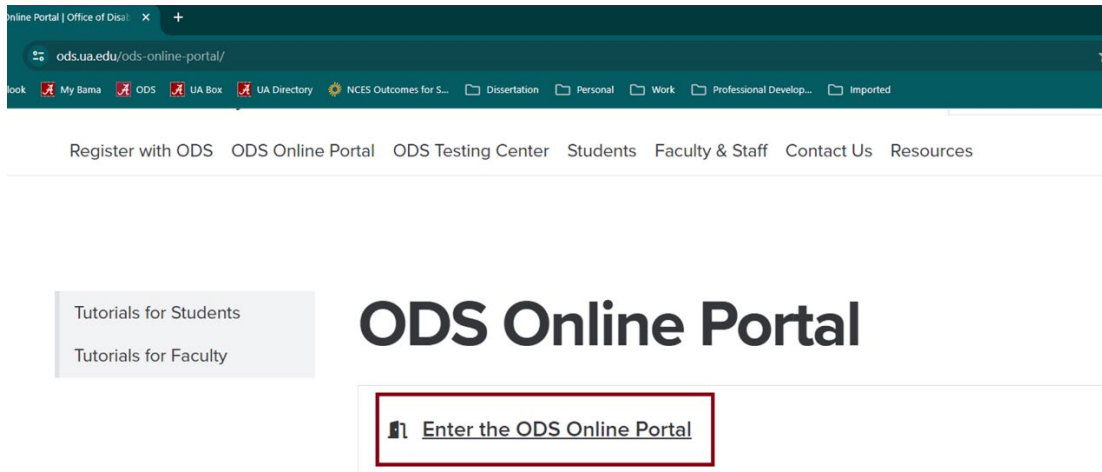
Tutorial for Students

Access the ODS Online Portal

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



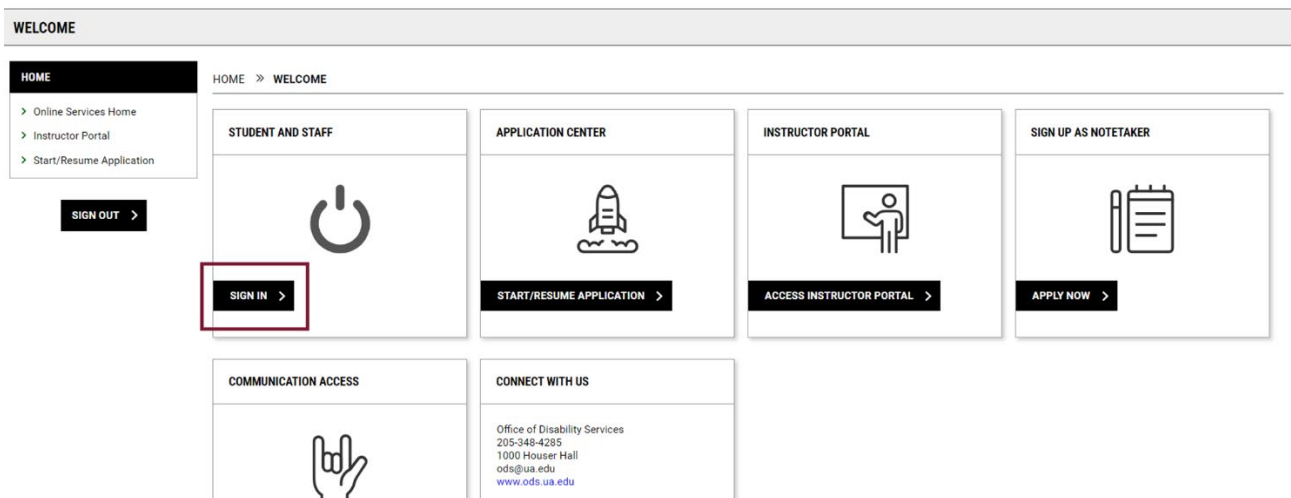
- You'll be redirected to the portal landing page where you can view additional tutorials. Select "Enter the ODS Online Portal."



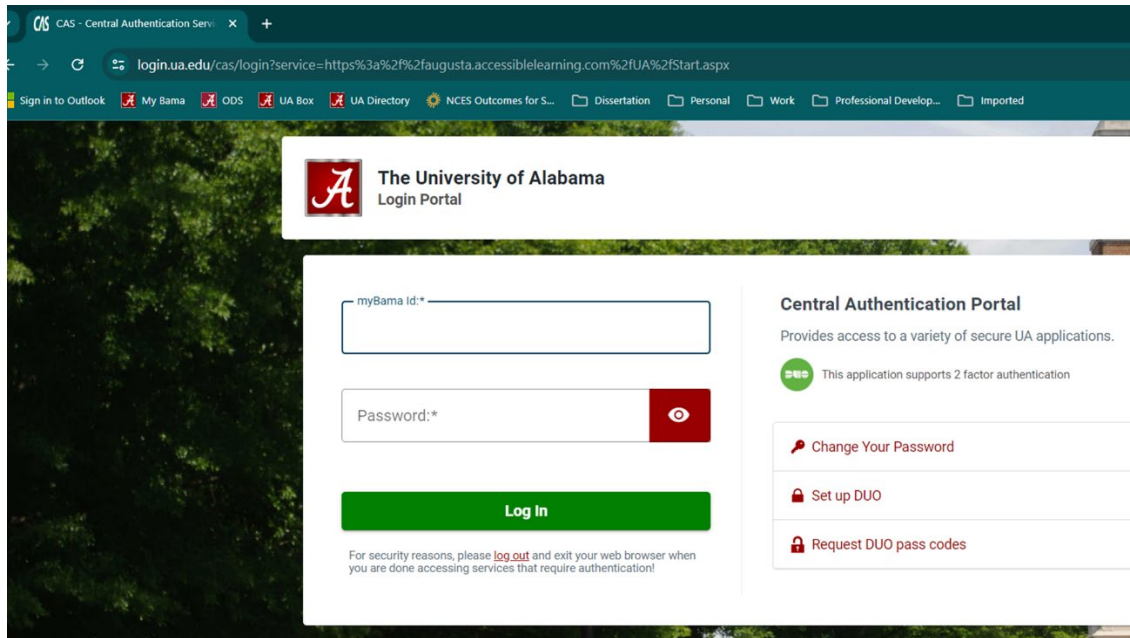
The ODS Online Portal is being upgraded. Here's what you need to know:

- 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.

- Select "Sign In."



- You will be prompted to enter your myBama username and password. Then, select “Log In.”

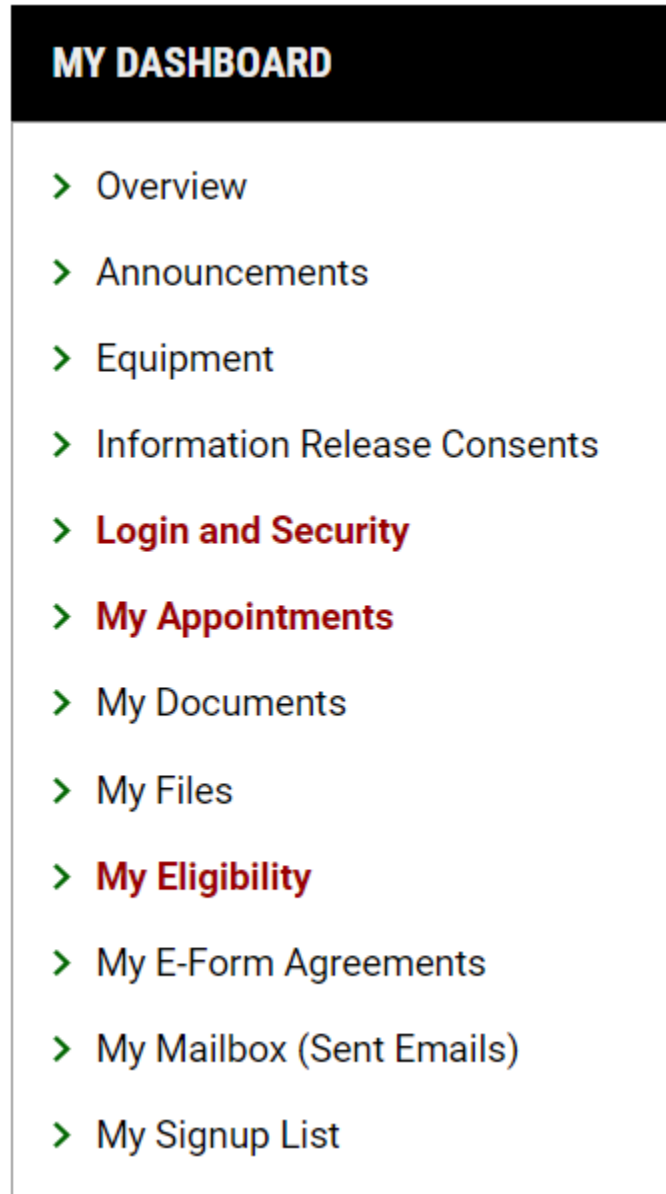


- You will be directed to your portal homepage.
 - Available Signup List: Sign up to attend a virtual presentation about using the ODS Testing Center.
 - Accommodation Requests: Select “Add Requests” if you need to send accommodation letters. The [How to Send Accommodation Letters tutorial](#) covers this in detail.
 - Accommodations Specialist: Displays the name of your specialist with links for emailing your specialist or requesting an appointment.

<p>AVAILABLE SIGNUP LIST</p> <p>Select Signup:</p> <p>Select One</p> <p>CONTINUE TO SIGN UP ></p>	<p>Accommodation Requests FALL 2024</p> <p>0</p> <p>Number of Requests</p> <p>+ Add Requests</p> <p>No Accommodation Request Found for Fall 2024</p>	<p>ACCOMMODATIONS SPECIALIST</p> <p>Name</p> <p>Brittany Gregg</p> <p>Email</p> <p>Send Email</p> <p>Schedule An Appointment</p> <p>Request An Appointment</p> <p>Pronouns</p> <p>she, her, her, hers, herself</p>
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My Dashboard

The far left column is titled My Dashboard and contains links that allow you to perform additional actions. This guide reviews Information Release Consents, My Appointments, My Eligibility, My E-form Agreements, and My Mailbox.



1. **Information Release Consents:** Select this option to give ODS permission to communicate with others on your behalf if needed. You can review any consents currently on file. To add a consent, select “New Information Release.”

INFORMATION RELEASE CONSENTS

MY DASHBOARD » MY DASHBOARD » INFORMATION RELEASE CONSENTS

OVERVIEW NEW INFORMATION RELEASE

NO RECORDS FOUND

CONTACT US
Office of Disability Services
205-348-4285

From the drop-down menu, select the type of consent. Options include campus partner, family member, personal care attendant, or service provider. After making your selection, choose “Select and Continue.”

INFORMATION RELEASE CONSENTS

MY DASHBOARD » MY DASHBOARD » INFORMATION RELEASE CONSENTS

OVERVIEW NEW INFORMATION RELEASE

CONSENT FORM

Consent Type*:

- Select One
- Select One
- Campus Partner
- Family Member
- Personal Care Attendant
- Service Provider

SELECT AND CONTINUE > BACK TO LIST >

Review and agree to the consent.

CONSENT FORM	INFORMATION RELEASE CONSENT AGREEMENT
<p>Consent Type:</p> <p>Family Member</p> <p>Consent Description:</p> <p>Information related to a student's disability and accommodations is protected, as students are entitled to confidentiality of this information under the Americans with Disabilities Act. ODS treats all student information as confidential, so a student's diagnosis or approval for accommodations is never shared with others on campus, nor will this information appear on the student's transcript or diploma. Information submitted to ODS by students is housed in ODS and only ODS staff have access to this information.</p> <p>Students are given an opportunity to sign a FERPA release indicating to whom the university can disclose information from the student's educational record, and what types of information can be shared. However, because information regarding a student's disability and eligibility for accommodations is held separately from the educational record, the university's FERPA release does not apply to ODS. Students who wish to give permission for ODS to communicate with parents may do so by completing this Release of Information form.</p> <p>Completing this Release of Information form does not prompt ODS to reach out to parents, and it is still preferred that students communicate directly with ODS whenever possible. If a parent contacts ODS with questions, those questions can be answered if a completed release of information is on file.</p>	<p>Please Read The Following Statement:</p> <p>I consent for ODS staff to communicate with the individuals named in this Release of Information.</p>

An expiration date will automatically populate but can be adjusted if needed. Unless you indicate otherwise, information release consents will expire at the time of graduation. Enter the name of the individual ODS may communicate with, then enter that individual's phone number.

Consent Expires On * : ⓘ

05/02/2038

Contact Person Full Name * :

Address:

Phone:

United States of America (+1) [input field]

Fax:

United States of America (+1) [input field]

Additional Notes:

From the drop-down menu, select “Confirm to Proceed,” then select “Submit Information Release Consent Form.”

FORM SUBMISSION

I Have Read And Understand The Above Statement Regarding The Information Release Consent * :

Select One
Select One
Confirm to Proceed

SUBMIT INFORMATION RELEASE CONSENTS FORM > **BACK TO LIST >**

2. **My Appointments:** View any upcoming appointments. Select “Request an Appointment” to schedule a meeting with your Accommodations Specialist.

» MY DASHBOARD » APPPOINTMENTS

UPCOMING APPOINTMENTS

REQUEST AN APPOINTMENT



APPOINTMENT REQUEST

Please select your availability for an appointment with your assigned Accommodations Specialist.

Reference (P/G) ID: 11.



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

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

APPOINTMENT REQUEST DETAIL

Campus * :

Main Campus ▾

FORM SUBMISSION

CONTINUE TO SELECT YOUR AVAILABILITY >

BACK TO LIST >

Select whether you prefer an in-person or remote appointment, or next available. Then, select the dates and times when you are available. You'll be required to enter at least 6 appointment times, and no more than 20. The more times you select, the easier it will be to find a time when your specialist is available. At the bottom of the page, select "Submit."

APPOINTMENT REQUEST DETAIL

Campus:

Main Campus

 Type * :

Select One ▾
 Select One
 In-Person
 Next Available (In-person or Remote)
 Remote (Teams)

SELECT YOUR AVAILABILITY *

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

TUESDAY, SEPTEMBER 03, 2024

08:30 AM - 09:30 AM

01:30 PM - 02:30 PM

02:30 PM - 03:30 PM

03:30 PM - 04:30 PM

WEDNESDAY, SEPTEMBER 04, 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

03:30 PM - 04:30 PM

THURSDAY, SEPTEMBER 05, 2024

Your appointment request is confirmed and you'll receive an email with the appointment details once you are scheduled. You can modify or cancel your request at any time.



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

Who You Would Like to Meet:

Brittany Gregg

Type:

In-Person

Earliest Availability:

Tuesday, September 03, 2024 08:30 AM - 09:30 AM

MODIFY / CANCEL REQUEST >

- My Eligibility:** View each of your approved accommodations as they appear on your accommodation letter. Select the down arrow next to each accommodation to review its description. **Note: Your eligibilities will reflect your approved accommodations and may not include the same eligibilities as listed in the example below.**



UNDERSTANDING YOUR ACCOMMODATIONS

You are currently eligible to receive the following accommodations.

Reference (P/G) ID: 9.

ACADEMIC ACCOMMODATIONS

ELIGIBILITY

1. Alternative Formats

- E-Text ▾

2. Alternative Testing

- Extra Time 1.50x ▾
- Reduced Distraction Environment ▾

3. Course Participation

- Flexible Attendance and Deadlines ▾

4. Internal Only

- Priority Registration

- 4. **My E-form Agreements:** If it's your first time signing into the portal for the academic term, 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. Select "Continue to Sign Electronically" and all e-forms will pull into 1 page for you to read and sign.

REQUIRED FORMS

MY DASHBOARD >> MY DASHBOARD >> REQUIRED FORMS

Action Required: Please review and electronically sign the following forms. Once completed, you will be able to request accommodations.

Available Forms:

1. E-Text Procedures
2. Guidelines for Flexible Attendance and Deadlines
3. ODS Testing Center Procedures
4. Student Rights and Responsibilities

CONTINUE TO SIGN ELECTRONICALLY >

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 >

You can also view your e-form agreements in the portal at any time.

Important Note: The following list includes all forms that **were signed previously**. Please let us know if you have any questions regarding this feature.

Office of Disability Services
205-348-4285
1000 Houser Hall
ods@ua.edu
www.ods.ua.edu

Schedule an appointment with ODS: Sign in to the [ODS Online Portal](#) and select My Appointments. In the top right corner, select Request Appointment. Students can also call ODS at 205-348-4285 and select option 0.

[Information for Students](#)

[Faculty Guidance](#)

[Conflict Resolution Process](#)

Records Found: 4 (Showing: 1 - 4)

Show Per Page: 100 Page: 1

View	Form Title	Date Signed
View	Student Rights and Responsibilities	08/23/2024 at 01:37 PM
View	ODS Testing Center Procedures	08/23/2024 at 01:37 PM
View	Guidelines for Flexible Attendance and Deadlines	08/23/2024 at 01:37 PM
View	E-Text Procedures	08/23/2024 at 01:37 PM

5. **My Mailbox:** Emails from ODS will be delivered to your UA email, and are also stored in My Mailbox. You can view or download a PDF copy of emails you've received.

» MY DASHBOARD » MY MAILBOX - SENT EMAILS

SENT EMAILS

NOTIFICATIONS

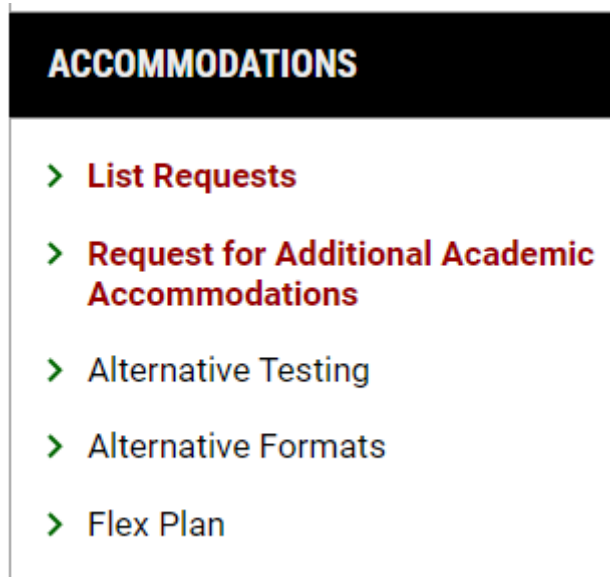
Records Found: 2 (Showing: 1 - 2)

Show Per Page: 100 Page: 1

View	PDF	Email Subject	Recipients	Date Sent
View	PDF	[ODS] E-Form Signed - Multiple Agreements		08/23/2024 at 01:37 PM
View	PDF	[ODS] Student Application Received		08/23/2024 at 01:22 PM

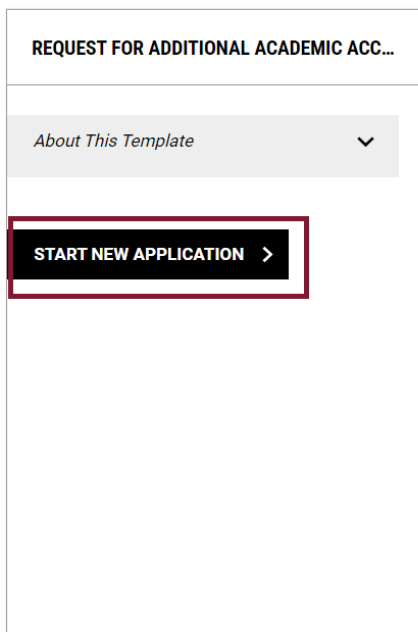
Accommodations

Below My Dashboard is a box titled Accommodations. You can take additional actions related to your accommodations. **Note: Some options may not be visible to you based on your approved accommodations.**



1. **Request for Additional Academic Accommodations:** Submit a request if there are additional accommodations you need to request from ODS. Select “Start New Application.”

» MY DASHBOARD » ACCOMMODATIONS » REQUEST FOR ADDITIONAL ACADEMIC ACCOMMODATIONS - OVERVIEW



Select the start term then briefly describe the additional accommodations you'd like to request. Once your request is reviewed by your Accommodations Specialist, you will receive an email regarding next steps.

BASIC INFORMATION	LIST OF QUESTIONS
Accommodation Start Term*: 2024 - Fall	Please describe the additional accommodations that you are seeking, as well as any pertinent information relating to your request. <input type="text"/>
FORM SUBMISSION	
SUBMIT REQUEST >	

- Alternative Testing:** Applies to students who have testing accommodations. If your instructor advises you to test at the ODS Testing Center, you can request testing space and view scheduled exams. The [How to schedule an exam at ODS tutorial](#) reviews this in detail.

IMPORTANT MESSAGE

Three (3) business days notice is required for testing requests. Late testing space requests will not be processed.

SCHEDULE AN EXAM

Important Note

- Courses marked with * do not have **Alternative Testing Agreement** specified by the instructor and you will be required to enter the standard length of the exam.

Select Course:

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

No Upcoming Exams Scheduled

3. **Alternative Formats:** Applies to students who have an e-text accommodation. Request e-text and upload textbook receipts. If you have questions about this, contact your Accommodations Specialist.

REQUEST SUMMARY

MY REQUESTS

2

Number of Requests without Books

Total Accommodation Request: 0

REVIEW REQUESTS OR ADD BOOKS >

LIST REQUESTS FOR ALTERNATIVE FORMATS

CRN	Subject	Course	Section	Course Title	Created On	Status
98765	AIM	201	001	How to Use AIM	08/28/2024	Cancel Request
X0103	ODS	103	001	ODS Test	08/28/2024	Cancel Request

4. **Flex Plan:** Applies to students who have a flexible attendance and deadlines accommodation. Review any Flex Plans completed by your instructors.

ACCOMMODATION REQUESTS

5

Number of Requests

Total Completed Request: 1

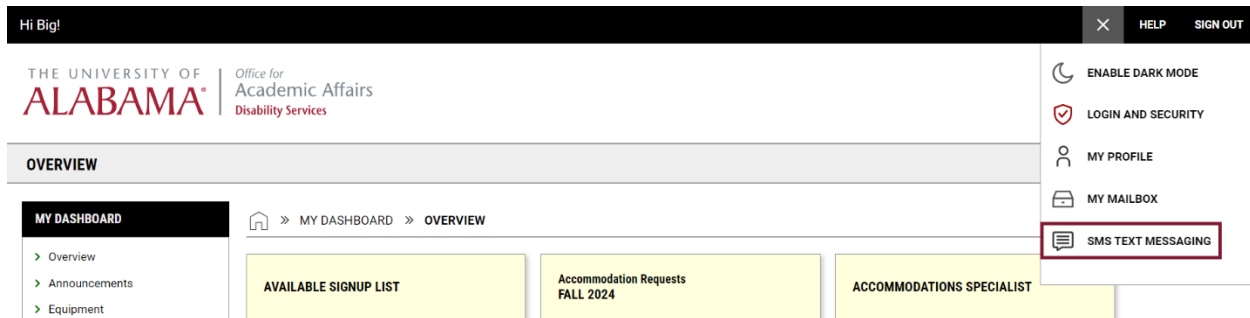
Records Found: 5 (Showing: 1 - 5)

Show Per Page: 100 Page: 1

View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested	Request Date	Completed Date
View	Completed	08/16/2024	98765	AIM	201	001	MA	Yes (LEC)	• Flexible Attendance and Deadlines	08/16/2024	08/20/2024
	Not Initiated		56789	LAB	301	001	MA	Yes (LEC)	• Flexible Attendance and Deadlines	Not Specified	
	Not Initiated		12345	ODS	101	003	MA	Yes (LEC)	• Flexible Attendance and Deadlines	Not Specified	

Text Messaging

You can choose to receive text messages from ODS. From your homepage, select the icon in the top right corner, to the left of the Help button. A drop-down menu will appear. Select “SMS Text Messaging.”



- Select “yes” to permit text messages and enter your cell phone number.
- Select the types of text messages you’d like to receive. Options include Alternative Formats (alerts students when e-text is ready); Alternative Testing (sends text reminders about upcoming exams at the ODS Testing Center); Appointments (sends a text reminder of upcoming ODS appointments).
- Once you’ve made your selections, select “Update Preference.”

