

Requesting Accommodations through your DSS Portal

What is my DSS Portal?

Your DSS Portal is the online system that you will utilize to request and track your accommodations while attending Concordia University Wisconsin (CUW) and working with Disability Support Services (DSS).

How do I Request Accommodations?

**Students can submit their accommodation requests (1) after they have registered for class, and (2) no sooner than midterms the semester prior. Once you have registered for your classes, please allow 24 to 48 hours for your class schedule to appear on your DSS Portal.

1. After logging in to your DSS Portal, select **“My Dashboard”** from your DSS Portal home screen, located on the left-hand side.

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. 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. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Fall 2016 - ENG 103.0 - CIVILIZATION & WORLDVIEWS: LIT (CRN: 10164)
- Fall 2016 - HHP 100.A0 - INTRO LIFETIME FITNESS (CRN: 10958)
- Fall 2016 - MKTG 440.0 - INTERNATIONAL MARKETING (CRN: 10375)
- Fall 2016 - SCI 235.0 - EARTH SCIENCE (CRN: 10482)
- Fall 2016 - SMA 320.0 - FACIL DESIGN&MANAG SPORTS&RECR (CRN: 10378)
- Fall 2016 - SMA 330.0 - SPORT ECONOMICS & FINANCE (CRN: 10379)

1. Click the courses you want to request accommodations in.

2. Then click this button.

Step 2 - Continue to Customize Your Accommodations

2. Select the classes for which you would like to request accommodations in. See image below.
3. Click **“Step 2- Continue to Customize Your Accommodations”**.

4. Select which accommodations you would like to request for each class. The program will only list the accommodations for which you have been approved for through the DSS office. If you do not see an accommodation that you believe you should have, please contact the DSS office at dss@cuw.edu or 262-243-4299. You **do not** have to select all of your accommodations for all of your classes. For example, you may choose to use your note taking accommodation in MKTG 440, but not in HHP 100.

*Please note that if you are eligible for Alternative Testing accommodations (i.e. 1.5X, minimal distraction room, word processor, etc.) you will select **“Alternative Testing”** as your accommodation. All of your eligible alternative testing accommodations will appear on the faculty notification letter (FNL).

Final Step: Select Accommodation(s) for Each Class

| | |
|--|-------------------------------|
| ENG 103.0 - Civilization & Worldviews: Lit (CRN: 10164) | Class Details |
|--|-------------------------------|

Instructor(s): **David Krenz**
Days and Time(s): **MWF at 10:05 AM - 10:55 AM**
Date Range(s): **08/29/2016 - 12/16/2016**
Location(s): **CHEMNI 008 (Campus: F)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for ENG 103.0

Alternative Testing Notetaking Services

Submit Your Accommodation Requests **Back to List**

5. When you are done selecting the accommodations you want to use in each course, select **“Submit Your Accommodation Requests”** at the bottom of the page.

6. You have now completed requesting your accommodations. A Faculty Notification Letter (FNL) outlining your requested accommodations will be sent to your instructor via email. The timing of when the letter will be sent may vary. If you request your accommodations prior to the start of the semester, your letter(s) will be sent out 5-7 business days before the start of the semester. If you request your accommodations after the start of the semester, the letter(s) will typically be sent out within 2 business days of the request. Please note that you will be cc'd on the FNL email that is sent to your instructor so you have a copy for your records as well.

7. Once your FNLs have been sent to your instructor, you should still arrange a time to meet with each instructor and discuss the specific details of implementing your accommodation needs in each course.