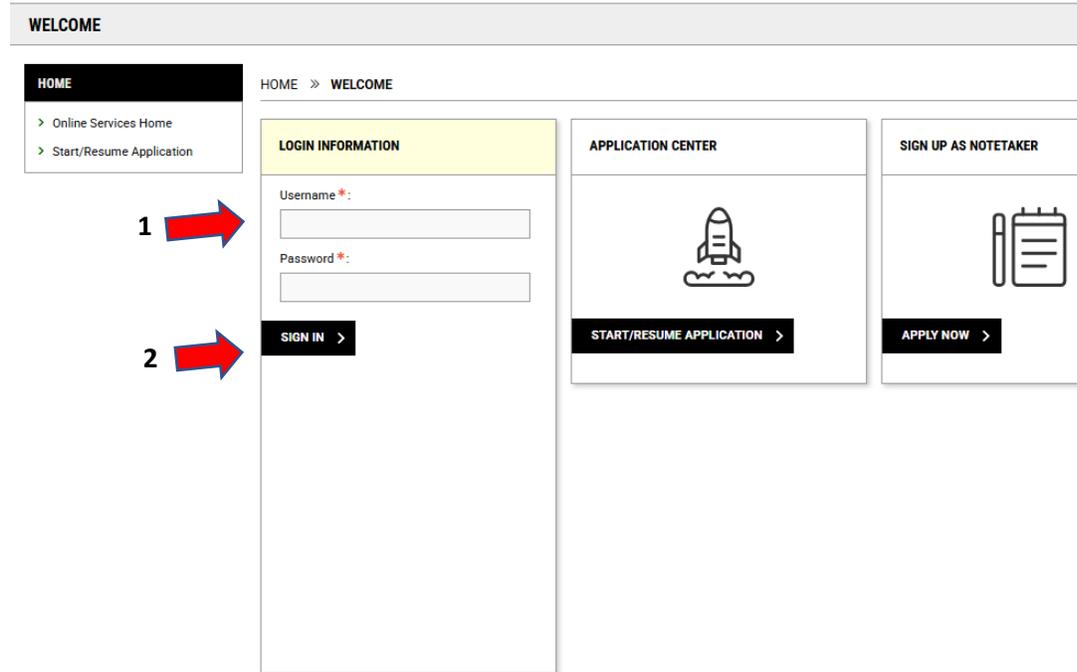


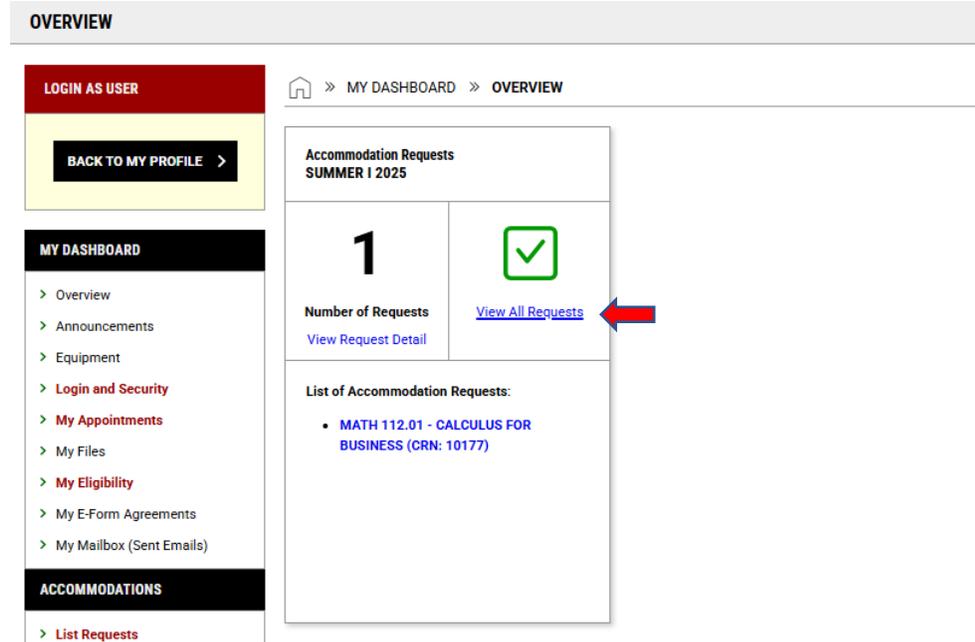
## Visual Guide for Cancelling Faculty Notifications of Accommodations

If, after submitting a faculty notification request, you decide that you no longer want to use accommodations in that class, you may cancel your initial request. To do this, you must log in to the DSS online portal.

To do this, you will need to go to the DSS online portal at <https://andes.accessiblelearning.com/LMU/> and click on "Sign In".



After signing in, you will see an "Accommodation Requests" box containing your courses for the current semester. Click on the "View All Requests" link.



Now go to the class in which you want to cancel your accommodations and click on the “Modify Request” link under “Available Action”.

The screenshot shows a two-column interface. The left column is titled "ACCOMMODATION REQUESTS" and contains a dropdown menu for "How to Request Accommodations" and a list of classes where accommodations were requested, including "MATH 112.01 - CALCULUS FOR BUSINESS (CRN: 10177)". The right column is titled "MATH 112.01" and displays the request status as "Processing" in a yellow box. Below this, the course title is "Calculus for Business (10177)". Under "Available Action:", there is a blue link "Modify Request" with a red arrow pointing to it. Further down, there are expandable sections for "Request Summary" and "Course Detail". The "Accommodation Requested:" section lists "Extra Time 1.50x" and "Otter.ai for Note Taking".

This will take you to a screen that shows you the course information, request status, and accommodations you selected for the class. In the accommodations box, click on the “Cancel Request” box.

The screenshot shows a form titled "ACCOMMODATIONS". It includes an "Important Note" about approved requests being placed under "Pending Changes" status. Below this is a section "SELECT ACCOMMODATIONS \*" with a "Select All" checkbox. Under "Alternative Testing", "Extra Time 1.50x" is checked. Under "Classroom Access", "Audio Recording" and "Priority Seating" are checked. At the bottom, there are two buttons: "UPDATE REQUEST >" and "CANCEL REQUEST >". A red arrow points to the "CANCEL REQUEST >" button.

The green check mark at the top of your page is your confirmation that your request has been submitted successfully. Next, DSS will email your faculty with the update.



**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

[Previous Term](#)

**ACCOMMODATION REQUESTS**

*How to Request Accommodations* ▼

The following class which accommodations were requested by the student:

- **MATH 112.01 - CALCULUS FOR BUSINESS (CRN: 10177)**

**MATH 112.01**

Status:

**Processing**

Course Title:

**Calculus for Business (10177)**

Available Action:

**Modify Request**

*Request Summary* ▼

*Course Detail* ▼

Accommodation Requested:

- **Extra Time 1.50x**

If you are experiencing issues, please contact us at [dsslmu@lmu.edu](mailto:dsslmu@lmu.edu) or (310) 338 – 4216 so that we may help walk you through the process.