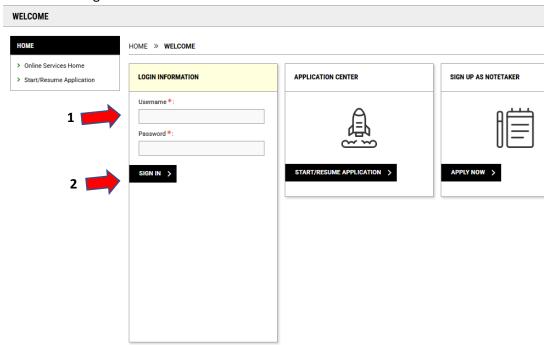
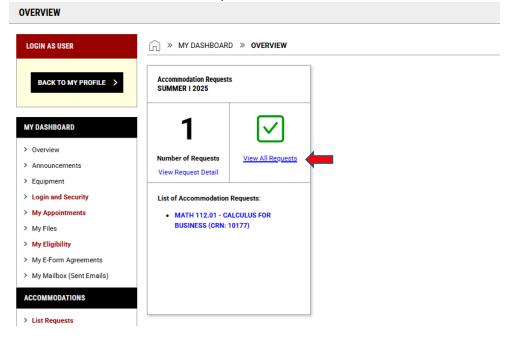
Visual Guide for Modifying Faculty Notifications of Accommodations

Once you have submitted a faculty notification request, if you wish to make changes to the accommodations you are using in a class (such as adding or canceling accommodations), you must log in to the DSS online portal to modify your original request. Without making these changes in the portal, our office will not be able to inform your faculty of any updates.

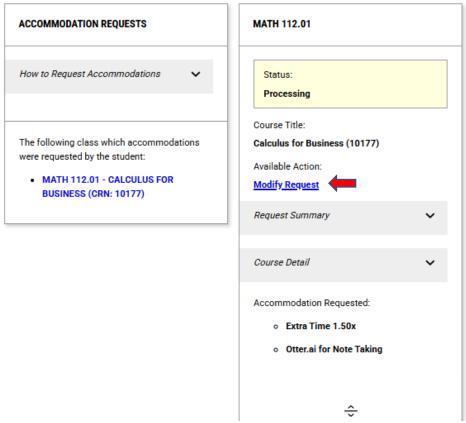
To do this, you will need to go to the DSS online portal at https://andes.accessiblelearning.com/LMU/ and click on "Sign In".



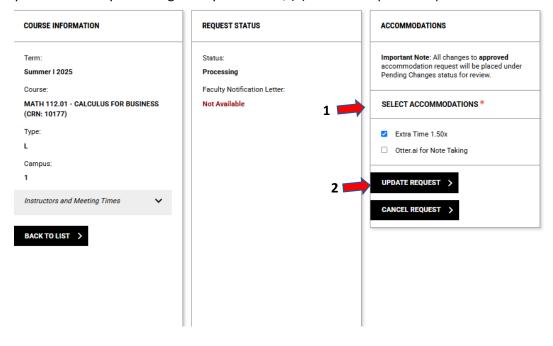
After signing in, you will see an "Accommodation Requests" box containing your courses for the current semester. Click on the "View All Requests" link.



Now go to the class in which you want to make the changes to and click on the "Modify Request" link under "Available Action".



This will take you to a screen that shows you all the accommodations you may select for the class. (1) Check off the box next to the accommodations that you would like to add or cancel for the class. Once you have made your changes for your classes, (2) click the "Update Request" button.



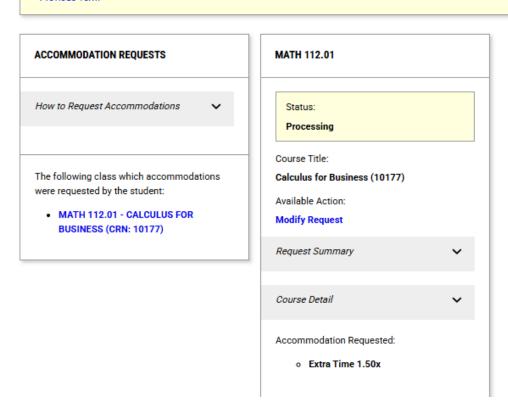
The green check mark at the top of your page is your confirmation that your request has been submitted successfully. Next, DSS will email your faculty with the update.



SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

Previous Term



If you are experiencing issues, please contact us at <u>dsslmu@lmu.edu</u> or (310) 338 – 4216 so that we may help walk you through the process.