

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".

The screenshot shows the 'WELCOME' page of the DSS online portal. On the left, a 'HOME' sidebar contains links for 'Online Services Home' and 'Start/Resume Application'. The main content area has three columns: 'LOGIN INFORMATION' with fields for 'Username' and 'Password', and a 'SIGN IN' button; 'APPLICATION CENTER' with a rocket icon and a 'START/RESUME APPLICATION' button; and 'SIGN UP AS NOTETAKER' with a notepad icon and an 'APPLY NOW' button. Red arrows labeled '1' and '2' point to the 'SIGN IN' button.

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


The screenshot shows the 'OVERVIEW' page of the DSS online portal. On the left, a 'MY DASHBOARD' sidebar lists various options, with 'List Requests' under the 'ACCOMMODATIONS' section. The main content area displays 'Accommodation Requests SUMMER I 2025' with a large number '1' for the 'Number of Requests'. A green checkmark icon is next to a 'View All Requests' link, which is highlighted by a red arrow. Below this, a 'List of Accommodation Requests' shows a single entry: 'MATH 112.01 - CALCULUS FOR BUSINESS (CRN: 10177)'.


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

ACCOMMODATION REQUESTS	MATH 112.01
How to Request Accommodations ▼	<div>Status: Processing</div> <div>Course Title: Calculus for Business (10177)</div> <div>Available Action: Modify Request </div> <div>Request Summary ▼</div> <div>Course Detail ▼</div> <div>Accommodation Requested:<ul style="list-style-type: none">◦ Extra Time 1.50x◦ Otter.ai for Note Taking</div>

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.

COURSE INFORMATION	REQUEST STATUS	ACCOMMODATIONS
Term: Summer I 2025	Status: Processing	Important Note: All changes to approved accommodation request will be placed under Pending Changes status for review.
Course: MATH 112.01 - CALCULUS FOR BUSINESS (CRN: 10177)	Faculty Notification Letter: Not Available	SELECT ACCOMMODATIONS *
Type: L		<input checked="" type="checkbox"/> Extra Time 1.50x
Campus: 1		<input type="checkbox"/> Otter.ai for Note Taking
Instructors and Meeting Times ▼		UPDATE REQUEST >
BACK TO LIST >		CANCEL REQUEST >

1 

2 

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 or (310) 338 – 4216 so that we may help walk you through the process.