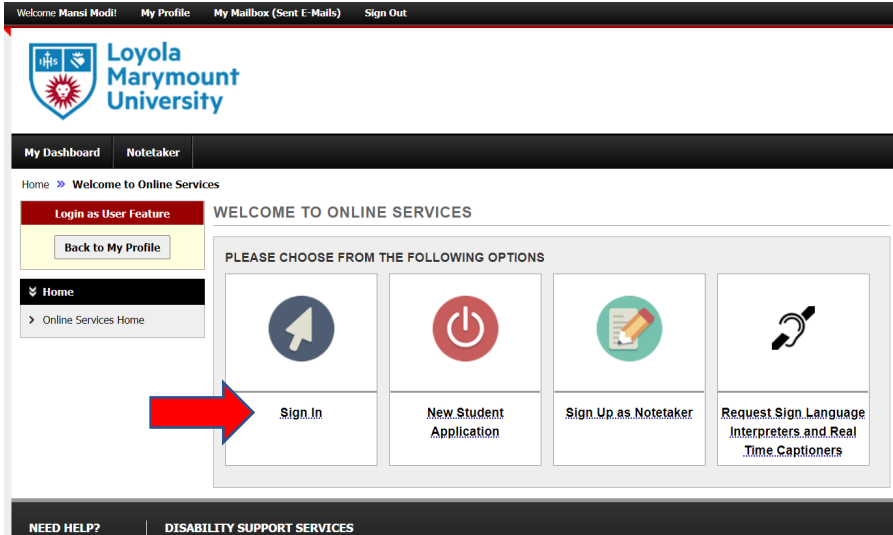


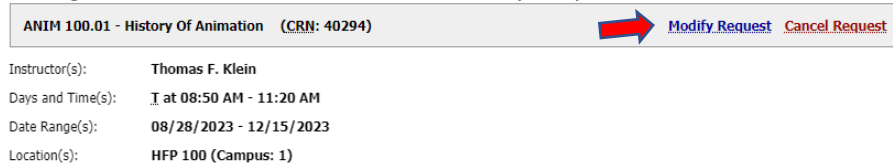
## Visual Guide for Modifying Faculty Notifications of Accommodations

After you have submitted a faculty notification request, if you want to make changes to the accommodations you are using in a class (cancel/add), you will need to login to the DSS online portal to modify your original request. Without this, our office is unable to notify your faculty of any changes.

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



Sign in using your LMU credentials. Scroll down to the class in which you want to make the change. To the right of the class name, click on “Modify Request”.




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 for the class. Note, **Alternative Testing** refers to all your approved testing accommodations. By checking off this box, DSS will notify your faculty of all your testing accommodations. Once you have selected the accommodations that you want to use in each class, (2) click the “Update Request” box at the bottom of the page.

**OVERVIEW**

**ANIM 100.01 - History Of Animation (CRN: 40294)** [Cancel Request](#)

Instructor(s): Thomas F. Klein  
Days and Time(s): T at 08:50 AM - 11:20 AM  
Date Range(s): 08/28/2023 - 12/15/2023  
Location(s): HFP 100 (Campus: 1)

<b>Request Status</b>	<b>Notification Letter</b>
 <b>Approved</b> First Entered by: [redacted] First Entered on: 08/23/2023 at 09:16 PM Last Updated by: Elmira Irvin Last Updated on: 08/25/2023 at 10:09 AM	Status: <b>Emailed</b> Last Emailed: 08/25/2023 at 10:09 AM

**Select Accommodation(s) for ANIM 100.01**


Alternative Testing  Audio Recording

**Important Note**

Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.

To view all pending request submitted for this class, please use the following link: [View Pending Request\(s\)](#).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

**2**  [Update Request](#) [Cancel Request](#) [Back to List](#)

[View Request History in Detail](#)

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

 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

If you are experiencing issues, please stop by the DSS Office (Daum Hall 2<sup>nd</sup> floor) or contact us at [dsslmu@lmu.edu](mailto:dsslmu@lmu.edu) or (310) 338 – 4216 so that we may help walk you through the process.