

Visual Guide for Notifying Faculty of Accommodations

Each semester, you need to sign in to the DSS online portal to select the classes and accommodations you want to use in each class. Without this, our office is unable to notify your faculty of your approved accommodations.

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

HOME >> WELCOME

LOGIN INFORMATION

Username *:

Password *:

SIGN IN >

APPLICATION CENTER

START/RESUME APPLICATION >

SIGN UP AS NOTETAKER

APPLY NOW >

CONNECT WITH US

Disability Support Services
1 LMU Drive, MS 8208
Los Angeles, CA 90045
Phone: (310) 338-4216(Voice)
Email: dssimu@lmu.edu

Once you are logged in, there is a section called “Available Forms” on your “My Dashboard” page. Click the “Continue to Sign Electronically” button.

REQUIRED FORMS

HOME >> MY DASHBOARD >> REQUIRED FORMS

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**
- > Alternative Testing

SIGN OUT >

Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. Please click the following link to review and to sign your required form(s):

Available Forms:

1. [Audio Recording Agreement](#)
2. [Student Contract](#)

CONTINUE TO SIGN ELECTRONICALLY >

QUESTION?

Disability Support Services
1 LMU Drive, MS 8208
Los Angeles, CA 90045
Phone: (310) 338-4216(Voice)
Email: dssimu@lmu.edu


Read through your student agreements, sign off on them, and click the “Submit Form” button. In doing so you agree to the policies and expectations of each agreement listed.

AGREEMENT 2: STUDENT CONTRACT

I am requesting academic accommodations for this term.

- I understand that I can only request accommodations that have been approved by the DSS office.
- I also understand that if I do not notify my faculty of my accommodations, request notes in specific classes, or schedule my exams in a timely manner, the DSS Office may not be able to provide me with the services I have requested.

I agree to uphold the guidelines listed above.



1

YOUR CONSENT

By submitting this form, I acknowledge I have read, or have had read to me, and understand the information, terms, and conditions specified above.


Please sign exactly as **John Doe**.

Signature * :


Hint: Please sign exactly as **John Doe**.

John Doe

SUBMIT FORM >




3



2

Once this step is completed you will see a message from the system letting you know your “E-Form Agreements” were submitted. However, you still need to complete your “Faculty Notifications”.

 >> MY DASHBOARD >> **OVERVIEW**



E-FORM AGREEMENTS SUBMITTED

Please continue to [submit your accommodation requests](#).

To do this please see the "Accommodation Requests" box on your "My Dashboard" page. Click on the "Add Request for Class" link.

OVERVIEW

LOGIN AS USER

BACK TO MY PROFILE >

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» MY DASHBOARD » OVERVIEW

Accommodation Requests
SUMMER I 2025

0
Number of Requests

+
Add Request
for 1 Class

No Accommodation Request Found
for Summer I 2025

Next, choose the classes you would like to apply your accommodations to, then click the "Continue to Next Step" button. Please note that you can click on "Apply the same accommodations to all selected courses." This option ensures that any accommodations you select for one course will be applied to all your other selected courses.

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ACCOMMODATIONS

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ACCOMMODATION REQUESTS

How to Request Accommodations ▼

STEP: SELECT COURSES

☒ MATH 112.01 - CALCULUS FOR BUSINESS (GRN: 10177)

☐ Apply the same accommodations to all selected courses.


CONTINUE TO NEXT STEP >

After selecting your classes, you will be prompted to choose accommodations for each class. You can customize the accommodations for each class as you wish.

Things to keep in mind:

- If you would like to use all the listed accommodations, you can simply click on “Select All” instead of selecting each individual accommodation.
- If you prefer not to use any accommodations for a specific class, you can click on “I do not need accommodations for this course.”

When you are ready to submit your request, make sure you check off the statement listed under the “Step: Final Step” box and then click the “Submit Request” button.

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MATH 112.01

Course Title:
MATH 112.01 - Calculus For Business (CRN: 10177)

Course Detail ▼

SELECT ACCOMMODATIONS

☒ Select All
☒ Extra Time 1.50x
☒ Otter.ai for Note Taking

☐ I do not need accommodation for this course: **MATH 112.01.**

STEP: FINAL STEP

☒ I am requesting accommodations for this term and understand that I may only request accommodations which have been approved by the DSS Office.

SUBMIT REQUEST >


START OVER >

1 →

2 →

3 →

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 to make them aware of the accommodations that you selected for their class.

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SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

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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.