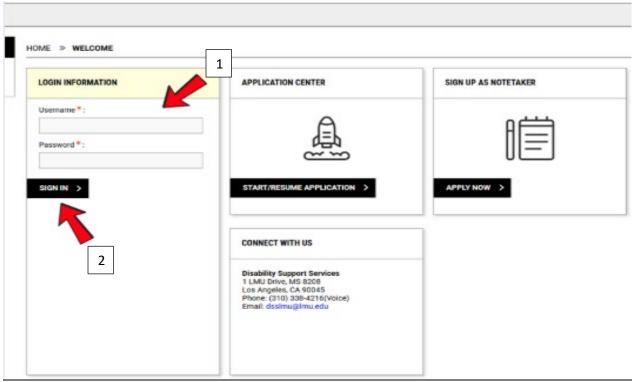
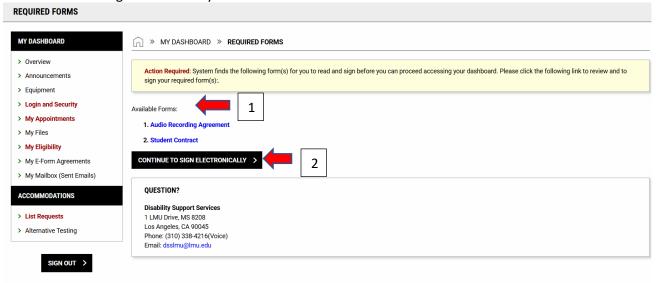
## **Visual Guide for Notifying Faculty of Accommodations**

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.

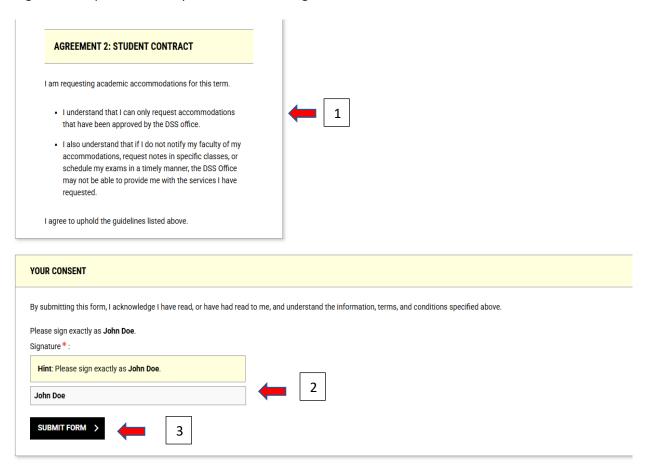
To do this, you will need to go to the DSS online portal at <a href="https://andes.accessiblelearning.com/LMU/">https://andes.accessiblelearning.com/LMU/</a> and enter in your LMU credentials under "Login Information" and click on "Sign In".



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



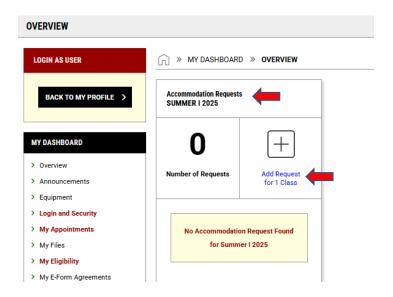
Read through your student agreements, sign off on them, and click the "Submit Form" button. In doing so you agree to the policies and expectations of each agreement listed.



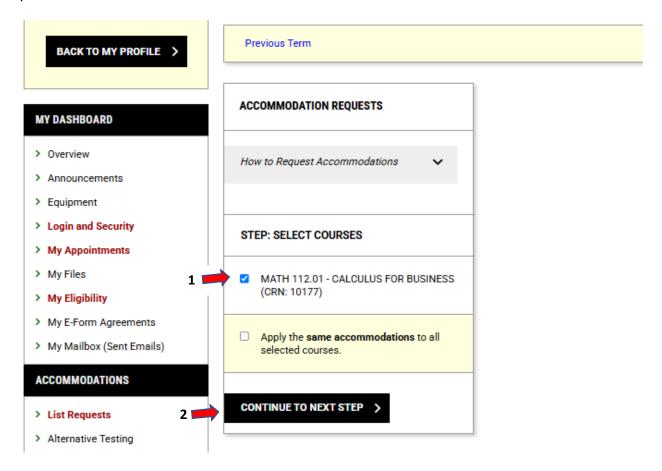
Once this step is completed you will see a message from the system letting you know your "E-Form Agreements" were submitted. However, you still need to complete your "Faculty Notifications".



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



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.

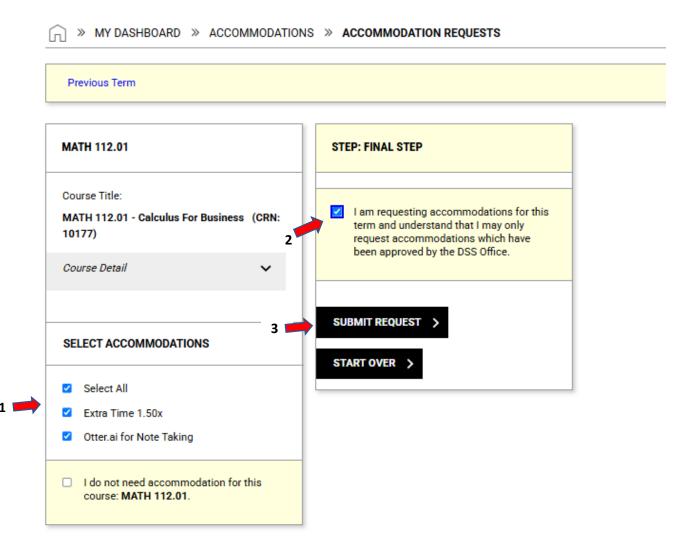


After selecting your classes, you will be prompted to choose accommodations for each class. You can customize the accommodations for each class as you wish.

## 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.



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.



» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS



## SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

Previous Term

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.