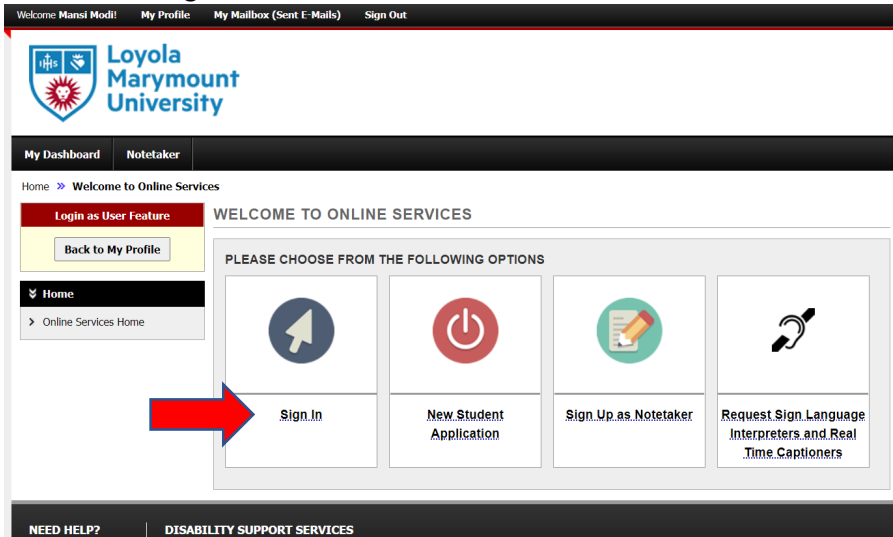


Visual Guide for Notifying Faculty of Accommodations

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 click on “Sign In”.



Sign in using your LMU credentials. Scroll down the home screen to the box called “Select Accommodations for Your Class”. (1) Check the box next to each class in which you want to use your approved accommodations. (2) Then click “Step 2 – Continue to Customize Your Accommodations”.

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:**
 - No Accommodation Requests Found**
 - You have not requested notification letters for the current term. Please make sure to request notification letters as soon as possible for any classes in which you need accommodations.

Select Accommodations for Your Class

Important Note

- Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Support Services.
- Your courses might not display below if you are part of the course waiting list.
- To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
- If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
- If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

1 →

Step 1: Select Class(es)

- Fall 2022 - ART 3550.02 - VISUAL THINKING (CRN: 47918)
- Fall 2022 - BCOR 2110.08 - FINANCIAL ACCOUNTING (CRN: 45673)
- Fall 2022 - BCOR 3510.11 - MARKETING & BUSINESS COMM (CRN: 47256)
- Fall 2022 - THST 1000.04 - H BIBLE/OT: THEO HIST INTERP (CRN: 43203)

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

2 → **Step 2 - Continue to Customize Your Accommodations**

For each class, you will need to (1) check off the box next to the accommodations that you would like to request for each 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 “Submit Your Accommodation Requests”.

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

ART 3550.02 - Visual Thinking (CRN: 47918)

Instructor(s): Ann H. Le
 Days and Time(s): TR at 06:00 PM - 07:40 PM
 Date Range(s): 08/29/2022 - 12/16/2022
 Location(s): BUR 157 (Campus: 1)

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for ART 3550.02

Alternative Testing

1

2

Review the list of your classes. If it looks correct, put a check in the box to the left of your class. When done, click “Submit Your Class Schedule”.

Login as User Feature

Back to My Profile

Tools

- > Request and View Assignments
- > Notetaker Agreements
- > Upload and View Notes

NOTETAKER HOME

ANNOUNCEMENT

When saving your notes, please use the following method to name your notes: Subject Number-Section MM-DD-YYYY (i.e., PHYS 201-01 11-07-2016).

Previous Term Term: Fall 2022 Next Term

Step 3: Verify Your Classes

Please verify your class schedule, if it is correct check the box and click **Submit Your Class Schedule** to request a notetaking assignment.

	CRN	SBJ	CRS	SEC	Course Title	CMPS	
1	<input checked="" type="checkbox"/>	41816	CMST	1600	02	Nature Of Theory	1

2

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

✓

SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

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