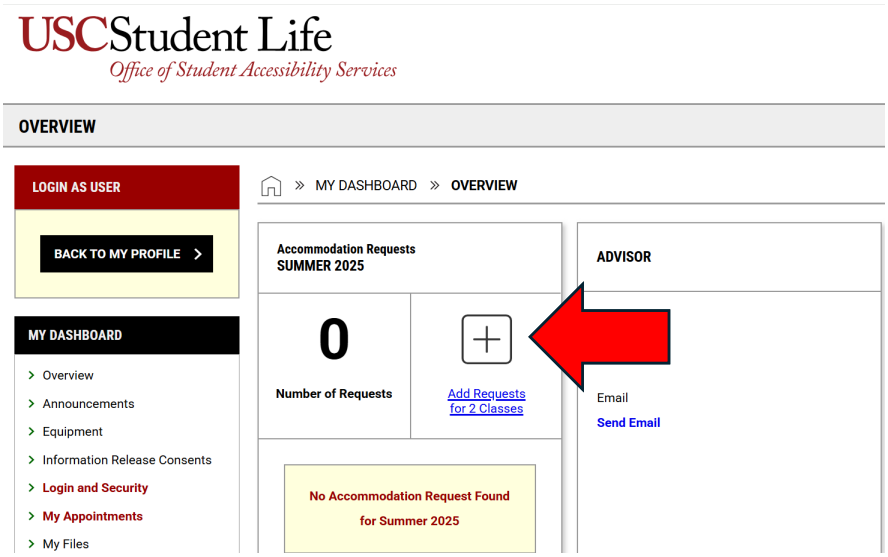
HOW TO GENERATE ACCOMMODATION LETTERS

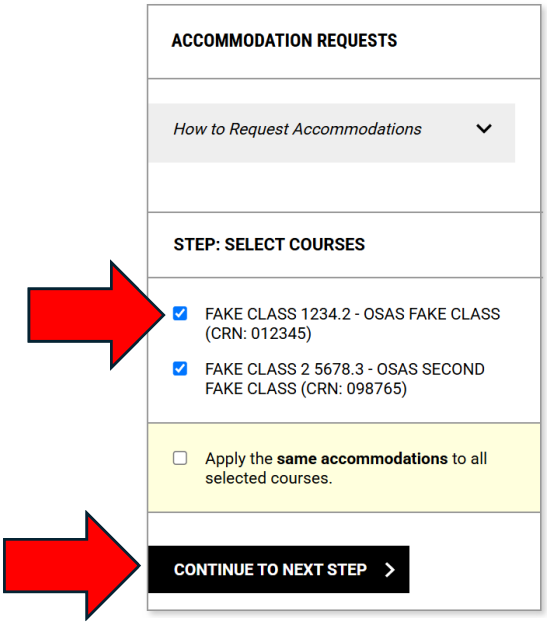
To access your approved accommodations you will need to generate, download, and email your accommodation letters to each faculty or program administrator each semester.

STEP 1



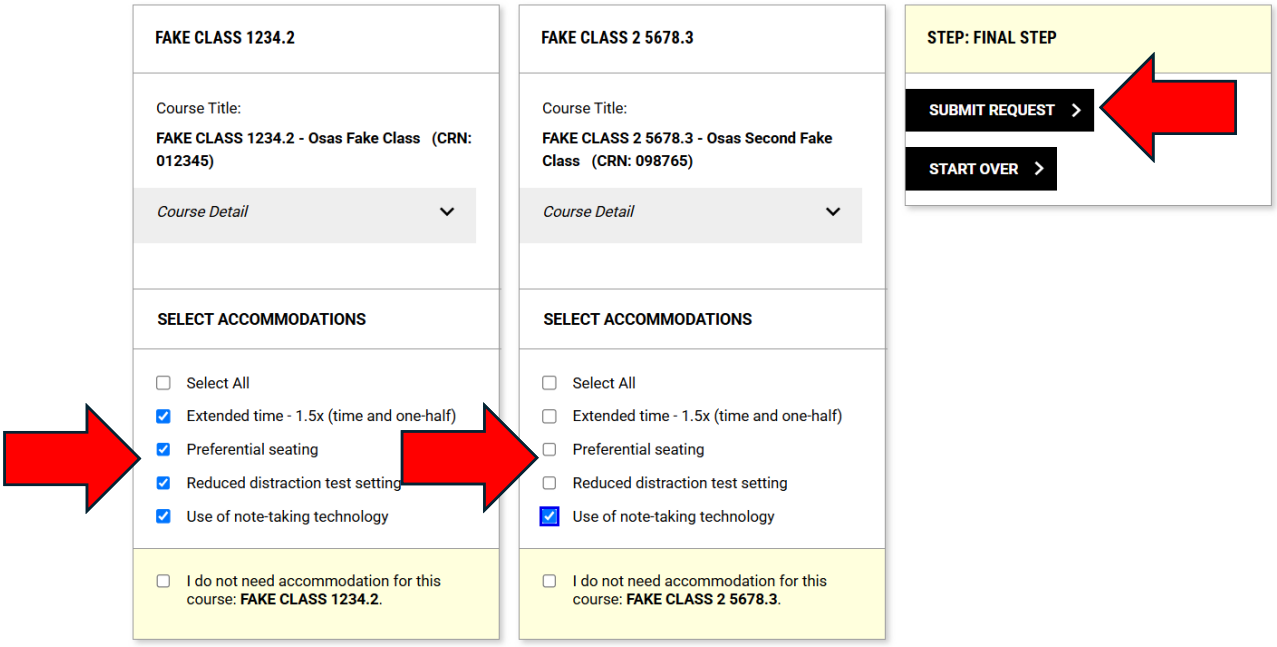
Log into your MyOSAS Portal. Locate the "**Accommodation Requests**" section. Under the appropriate semester, select the plus sign titled "**Add Requests for XX Classes**".

STEP 2



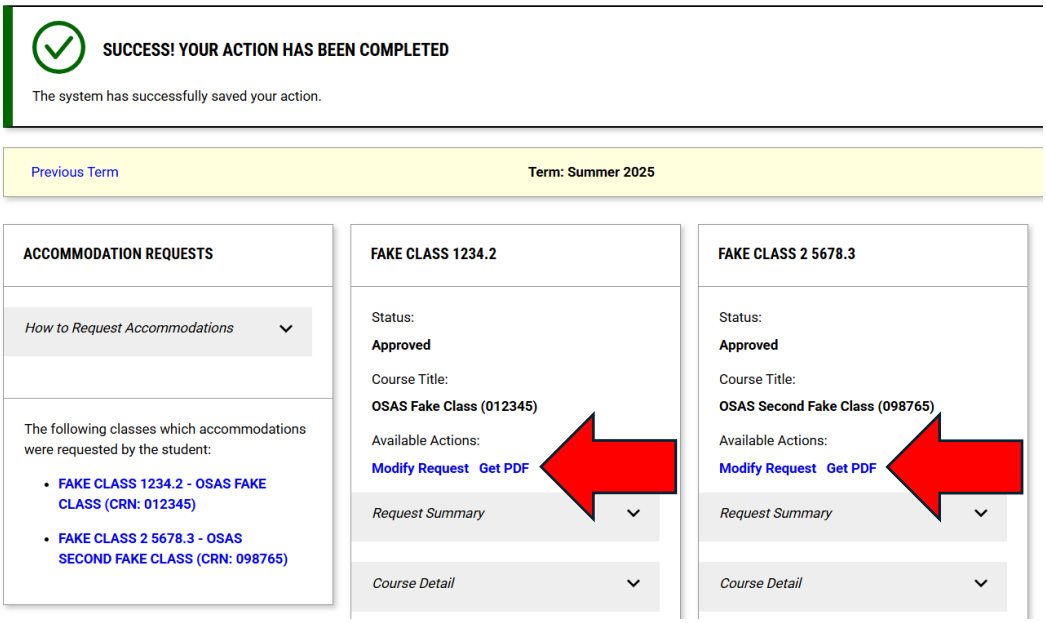
You will be redirected to a new page. Select each class that you would like to request accommodations for. Then, select "**Continue to Next Step**".

STEP 3



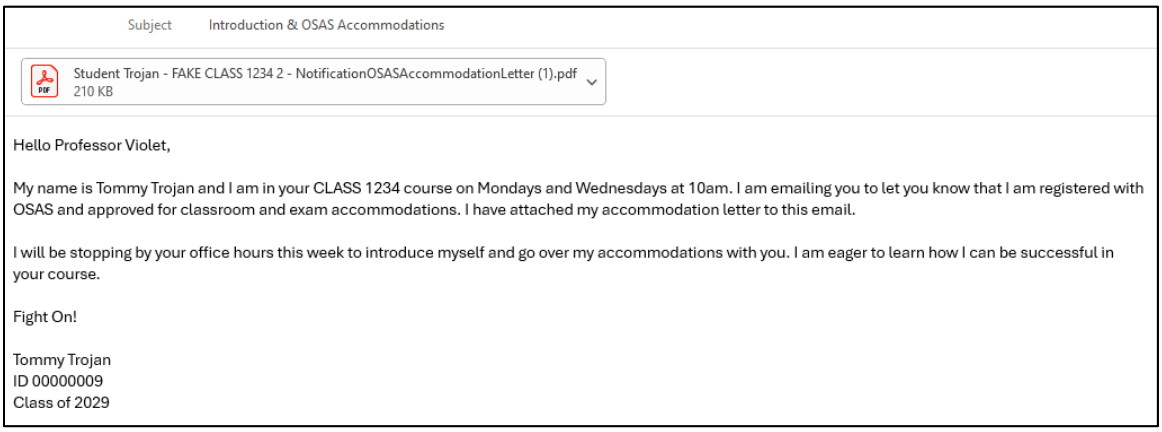
For each course, select each of your approved accommodations you would like reflected in you the accommodation letter. Afterwards, select "**Submit Request**".

STEP 4



You will now receive a notice that says "**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**". Under each course, select "**Get PDF**" to download a copy of your accommodation letter.

STEP 5


Subject Introduction & OSAS Accommodations

Student Trojan - FAKE CLASS 1234 2 - NotificationOSASAccommodationLetter (1).pdf
210 KB

Hello Professor Violet,

My name is Tommy Trojan and I am in your CLASS 1234 course on Mondays and Wednesdays at 10am. I am emailing you to let you know that I am registered with OSAS and approved for classroom and exam accommodations. I have attached my accommodation letter to this email.

I will be stopping by your office hours this week to introduce myself and go over my accommodations with you. I am eager to learn how I can be successful in your course.

Fight On!

Tommy Trojan
ID 00000009
Class of 2029

Once the downloads are complete, email each of your accommodation letters to the respective faculty or program administrator.
*Note: some graduate level programs have a specific contact for distributing accommodation letters. Please connect with your Accessibility Specialist if you need to verify the appropriate contact.

I'VE EMAILED MY ACCOMMODATION LETTERS, NOW WHAT?

After you have sent your letters to your faculty or program administrator, you should follow up with them after class or during office hours to confirm how you will be using your accommodations in the course. Faculty or program administrators will need to clarify how to utilize your accommodations in their course format or if any OSAS support is needed (i.e. use of OSAS Testing Center, use of alternative format for course materials).

If you or your faculty/program administrator have questions or believe that providing an accommodation would interfere with the fundamental objectives of the course, please contact your OSAS Specialist to discuss further.

OTHER HELPFUL TIPS:

- Accommodations are not retroactive. Generate and send your accommodation letters early in the semester to set yourself up for success.
- Some accommodations require advance notification to be fulfilled in a timely manner, (i.e. alternative format of materials, CART, ASL interpreting, course substitution requests). Please inform your Accessibility Specialist as early as possible so we can ensure you have access.
- If you are approved for testing accommodations and are eligible to take your exams at the OSAS Testing Center, you will need to submit your exam requests at least one week in advance for regular exams or quizzes. Connect with OSAS, the Testing Center or your Specialist for step-by-step instructions on scheduling your exams.

QUESTIONS? CONTACT US!

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