

## 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

#### OVERVIEW

LOGIN AS USER

BACK TO MY PROFILE >

#### MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > Login and Security
- > My Appointments
- > My Files

» MY DASHBOARD » OVERVIEW

#### Accommodation Requests SUMMER 2025

0

Number of Requests



[Add Requests  
for 2 Classes](#)

#### ADVISOR

Email  
[Send Email](#)

No Accommodation Request Found  
for Summer 2025

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

#### ACCOMMODATION REQUESTS

*How to Request Accommodations* ▼

#### STEP: SELECT COURSES

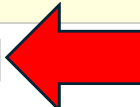
- ☒ FAKE CLASS 1234.2 - OSAS FAKE CLASS (CRN: 012345)
- ☒ FAKE CLASS 2 5678.3 - OSAS SECOND FAKE CLASS (CRN: 098765)

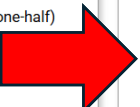
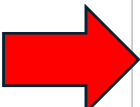
☐ Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP >

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

FAKE CLASS 1234.2	FAKE CLASS 2 5678.3	STEP: FINAL STEP
Course Title: <b>FAKE CLASS 1234.2 - Osas Fake Class (CRN: 012345)</b>	Course Title: <b>FAKE CLASS 2 5678.3 - Osas Second Fake Class (CRN: 098765)</b>	<b>SUBMIT REQUEST &gt;</b> 
<i>Course Detail</i> ▼	<i>Course Detail</i> ▼	<b>START OVER &gt;</b>
<b>SELECT ACCOMMODATIONS</b>		
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	
<input checked="" type="checkbox"/> Extended time - 1.5x (time and one-half)	<input type="checkbox"/> Extended time - 1.5x (time and one-half)	
<input checked="" type="checkbox"/> Preferential seating	<input type="checkbox"/> Preferential seating	
<input checked="" type="checkbox"/> Reduced distraction test setting	<input type="checkbox"/> Reduced distraction test setting	
<input checked="" type="checkbox"/> Use of note-taking technology	<input checked="" type="checkbox"/> Use of note-taking technology	
<input type="checkbox"/> I do not need accommodation for this course: <b>FAKE CLASS 1234.2</b>	<input type="checkbox"/> I do not need accommodation for this course: <b>FAKE CLASS 2 5678.3</b>	





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

### STEP 4

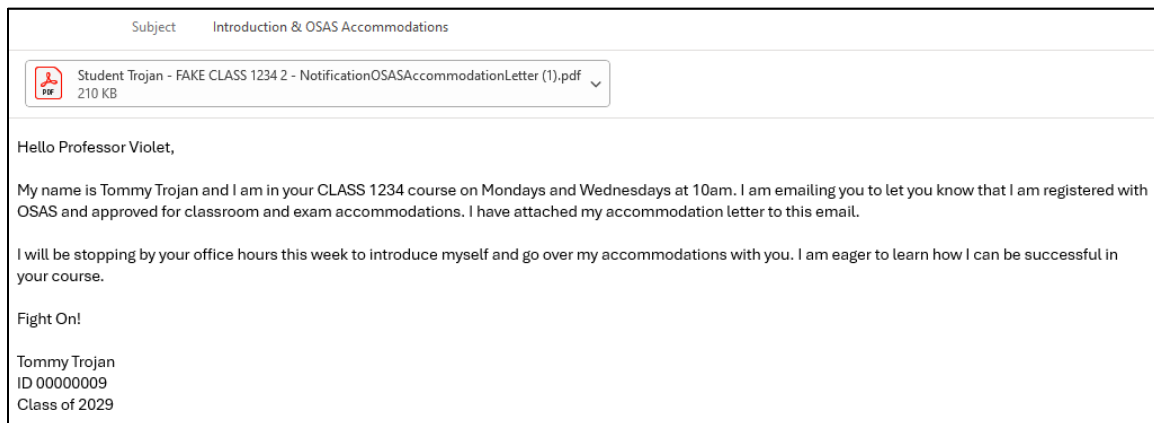
 **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**  
The system has successfully saved your action.

[Previous Term](#) Term: Summer 2025

ACCOMMODATION REQUESTS	FAKE CLASS 1234.2	FAKE CLASS 2 5678.3
<i>How to Request Accommodations</i> ▼	Status: <b>Approved</b>	Status: <b>Approved</b>
	Course Title: <b>OSAS Fake Class (012345)</b>	Course Title: <b>OSAS Second Fake Class (098765)</b>
The following classes which accommodations were requested by the student:	Available Actions: <a href="#">Modify Request</a> <a href="#">Get PDF</a> 	Available Actions: <a href="#">Modify Request</a> <a href="#">Get PDF</a> 
<ul style="list-style-type: none"><li>• <a href="#">FAKE CLASS 1234.2 - OSAS FAKE CLASS (CRN: 012345)</a></li><li>• <a href="#">FAKE CLASS 2 5678.3 - OSAS SECOND FAKE CLASS (CRN: 098765)</a></li></ul>	<i>Request Summary</i> ▼	<i>Request Summary</i> ▼
	<i>Course Detail</i> ▼	<i>Course Detail</i> ▼

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



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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[OSASFrontDesk@usc.edu](mailto:OSASFrontDesk@usc.edu)