Samford University
Office of Accessibility and Accommodations

Steps to Notify Professors of Accommodation Eligibility

Step One:

➢ Login to **MySamford** via the app or online portal: https://my.samford.edu

➢ Find "**Accommodations**" box/widget.

➢ Select "**Manage Accommodations**"

➢ Click link under **Action Required** (typically says "Exam Accommodation Guide" or "Student Rights & Responsibilities")

➢ Read this <u>important</u> information & type your full name in bottom box for signature

➢ Click **Submit Form**

➢ Scroll past the message that reads, "**No accommodation requests found."**

➢ **Check boxes** for the courses you are requesting accommodations

➢ Click **Step 2** to continue to customize your accommodations

➢ Check boxes for the accommodations you are requesting in the specific courses
  o **Note**: Alternative Testing includes all approved testing accommodations, including extended time, etc.

➢ Click **Submit Accommodation Request**

➢ Check that your courses now show as **[Requested]** under "My Accommodations."

Step Two:

• If approved for *testing accommodations*, reserve a seat in the Testing Center for specific tests under "**Alternative Testing**." <u>Requests must be submitted one week in advance</u>.

• If approved for *peer notetaking accommodations*, you <u>must</u> confirm notetaking needs for individual classes under "**Notetaking Services**."

• If approved for *attendance accommodations*, you <u>must</u> meet with each professor to complete an attendance agreement under "**Agreements with Instructors**".

Step Three:

• Contact **<u>EACH</u>** of your professors (by email, during office hours, or after class) to confirm they received the notification email of your eligibility and to let them know which accommodations you plan to utilize for their class. <u>Advanced notice is always required.</u> Reach out to OAA (access@samford.edu) if you ever have any questions about using your accommodations.

<u>**Completing these steps is the ONLY way professors will be notified of your accommodations and the ONLY way to begin using accommodations.**</u>