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 **"Continue to Sign Electronically"**
- Read this important information carefully & submit
- Select **"Add Requests for # Classes"**
- **Check boxes** for the courses you are requesting accommodations
- Select **"Continue to Next Step"**
- Check boxes for the accommodations you are requesting in the specific courses
- Click "**Submit Request"** to send the notification to your professors
- Your dashboard will refresh and say **"Success"**

**Step Two:**

- If approved for *testing accommodations*, reserve a seat in the Testing Center for specific tests under "**Alternative Testing**." Requests must be submitted one week in advance.
- If approved for *peer notetaking accommodations*, you must confirm notetaking needs for individual classes under "**Notetaking Services**."
- If approved for *attendance accommodations*, you must meet with each professor to discuss the attendance modification form for the course. Once submitted by the instructor, you will see the form displayed under **"Flex Plans".**

**Step Three:**

- Contact **EACH** 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. Advanced notice is always required. Reach out to OAA (access@samford.edu) if you ever have any questions about using your accommodations.

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