

How to Request Accommodations – Guide to Sending Faculty Notification Letters

1. Go to the Disability Services website at <https://www.atu.edu/disabilities/>.
2. Click on the third icon labeled “Login to the Disability Services Portal”.



Apply for Disability Services



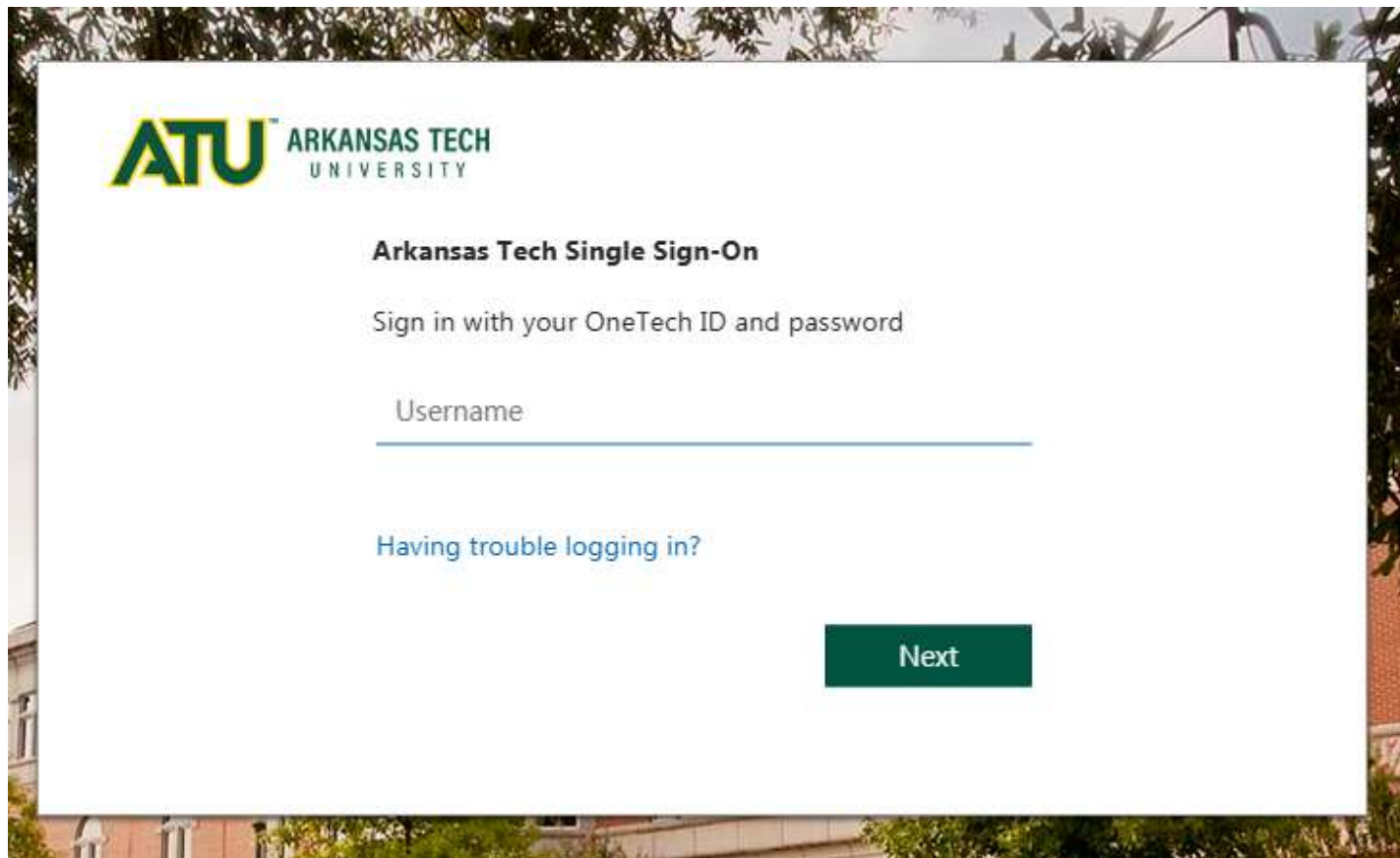
Getting Started



Log In to the Disability Services
Portal



3. Enter your OneTech username and password in the appropriate fields.
4. Click the “Sign In” icon to proceed to the Student Dashboard.



The screenshot shows a login page for Arkansas Tech University. At the top left is the ATU logo, which consists of the letters 'ATU' in a large, bold, green font, followed by 'ARKANSAS TECH UNIVERSITY' in a smaller, green, sans-serif font. Below the logo, the page title 'Arkansas Tech Single Sign-On' is displayed in a bold, black font. Underneath the title, the instruction 'Sign in with your OneTech ID and password' is written in a standard black font. A text input field labeled 'Username' is positioned below the instruction, with a thin blue underline. To the left of the input field, the text 'Having trouble logging in?' is displayed in a blue, sans-serif font. At the bottom right of the page, there is a dark green rectangular button with the word 'Next' written in white, sans-serif font.

5. If you receive an error message, it means your classes have not yet loaded into the system. Please allow up to **48 hours** for your courses to appear. If your courses are still not visible after 48 hours, **contact our office for assistance.**

ACCOMMODATION REQUESTS

No Courses Listed from the School:

- 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 the Office of Disability Services.
- Your courses might not display below if you are part of the course waiting list.

Select Term:

2025 - Summer ▼

ADD CLASS MANUALLY >

6. You are now logged into the portal and should see your **Student Dashboard**.

7. If you have any **E-Forms pending acknowledgement**, you will need to review and digitally sign them **before you can continue with the renewal process**.

REQUIRED E-FORM AGREEMENTS



Student has **4 Required E-Form Agreements**:


- eBook Agreement
- Intellectual Property Agreement
- Note-Taking Agreement
- Policy on Confidentiality

8. On the dashboard, click the “Add Requests for (#) Classes” button to begin.
9. Select the classes where you would like your accommodations applied, then choose “Continue to Next Step.”
10. Review the list of your approved accommodations and select the ones you need for each class.

**Accommodation Requests
SUMMER 2025**

0

Number of Requests



Add Requests
for 2 Classes

No Accommodation Request Found
for Summer 2025

ACCOMMODATION REQUESTS

How to Request Accommodations ^

- 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 the Office of Disability 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.

STEP: SELECT COURSES

ELEG 2103.TC1 - ELECTRIC CIRCUITS I (CRN: 40090)

ELEG 2113.TC1 - ELECTRIC CIRCUITS II (CRN: 40092)

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

CONTINUE TO NEXT STEP >

ELEG 2103.TC1

Course Title:
ELEG 2103.TC1 - Electric Circuits I (CRN: 40090)

Course Detail v

SELECT ACCOMMODATIONS

Select All

Computer

E-Text

Extra Time 1.50x

Mark responses on hard copy of quiz/exam

Testing Center

Use of Electronics in Classroom for Note-taking

I do not need accommodation for this course: **ELEG 2103.TC1**.

ELEG 2113.TC1

Course Title:
ELEG 2113.TC1 - Electric Circuits II (CRN: 40092)

Course Detail v

SELECT ACCOMMODATIONS

Select All

Computer

E-Text

Extra Time 1.50x


Mark responses on hard copy of quiz/exam

Testing Center


Use of Electronics in Classroom for Note-taking

I do not need accommodation for this course: **ELEG 2113.TC1**.


Step 8



Step 9



Step 10



11. Check the box next to “**Student Rights and Responsibilities,**” then scroll to the bottom of the page and click “**Submit Request.**”

STEP: FINAL STEP

Student Rights and Responsibilities

Students:

- 1. Will receive appropriate, reasonable accommodations in a timely manner.
- 2. Are responsible for notifying faculty and the Office of Disability Services of their need for accommodation in a timely manner.
- 3. May meet privately with faculty and Disability Services staff member(s) when discussing the impact of their disability and need for accommodations.
- 4. Can expect all information and documentation related to their disability will be treated confidentially by the university.
- 5. Are expected to advocate on their own behalf with regard to requesting services and communicating with staff and faculty.


- 9. Should notify DS when accommodations are no longer needed.
- 10. Must login to the student portal each semester to renew accommodations or to request additional adjustments be added to their existing accommodation plan.
- 11. Agree they are responsible for following up with faculty and instructors regarding receipt of notification letters and to ensure both parties understand the approved accommodations and how they will be implemented.

SUBMIT REQUEST >

START OVER >

12. Once your letters have been approved you and your professor will each receive a copy of the accommodation letter for the class.
13. You may review your requests from the student dashboard. Please remember that you must log into the portal and submit your request for accommodations each semester.

Accommodation Requests
SUMMER 2025

3 Number of Requests View Request Detail	 View All Requests
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List of Accommodation Requests:

- **BIOL 1014.TC2 - INTRO/BIOLOGICAL SCIENCE (CRN: 40366)**
- **GEOL 1004.TC1 - ESSENTIALS/EARTH SCI (CRN: 40371)**
- **JOUR 2173.TC1 - INTRO TO FILM (CRN: 40007)**

⇅

SOC 1003.TC2

Status:
Approved - Notification Scheduled

Course Title:
INTRODUCTORY SOCIOLOGY (40083)

Available Action:
[Modify Request](#)

Request Summary ▼

Course Detail ▼

Accommodation Requested:

- **Extra Time 1.50x**
- **Minimum Distraction**
- **Use of Earplugs During Testing**

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