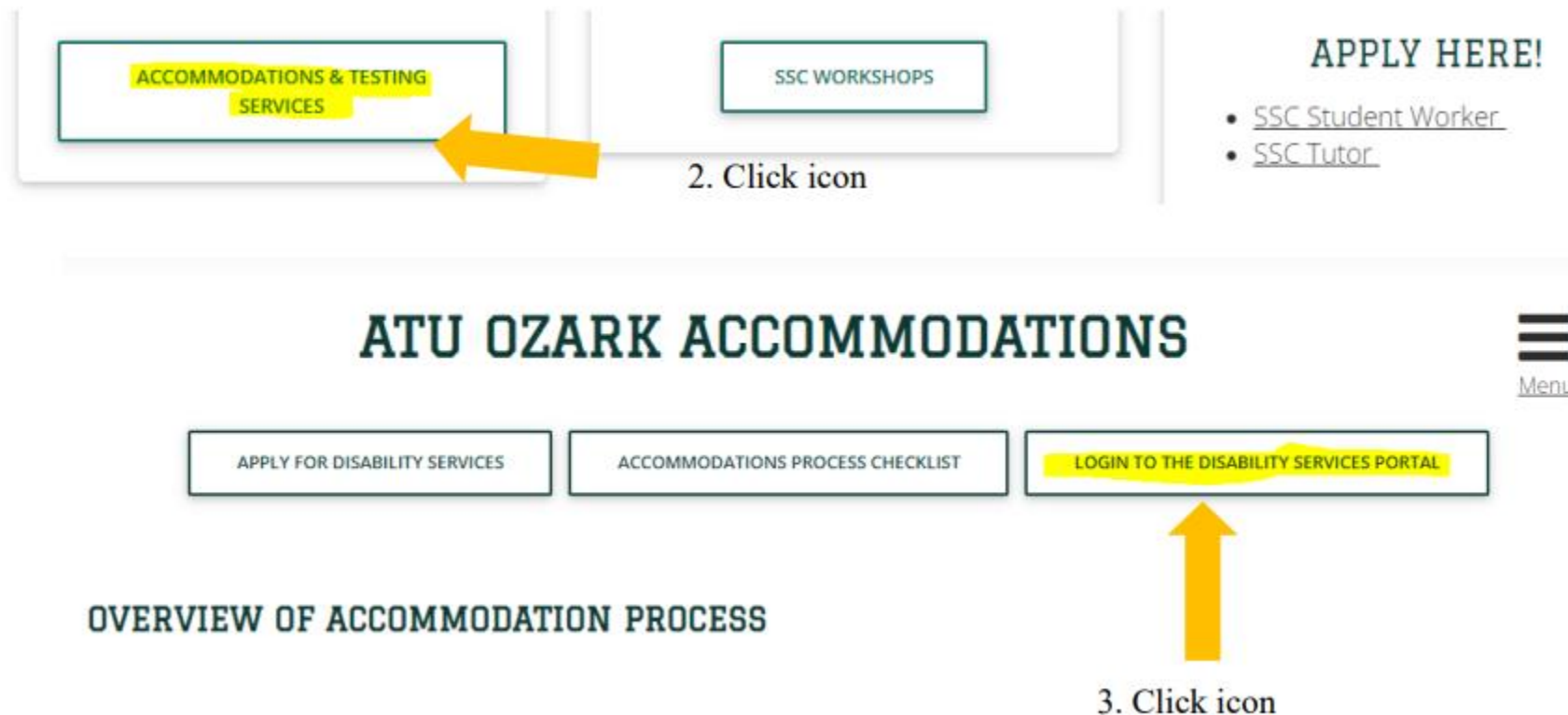


Additional Accommodation Request Guide

1. Go to the Student Success Center website at <https://www.atu.edu/ozark/ssc>.
2. Click on the icon labeled “Accommodations & Testing Services”.
3. Click on the icon labeled “Login to the Disability Services Portal”



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


WELCOME TO ONLINE SERVICES

Sign In Information


Username*:

Password*:


Sign In




3. Enter OneTech Username and Password

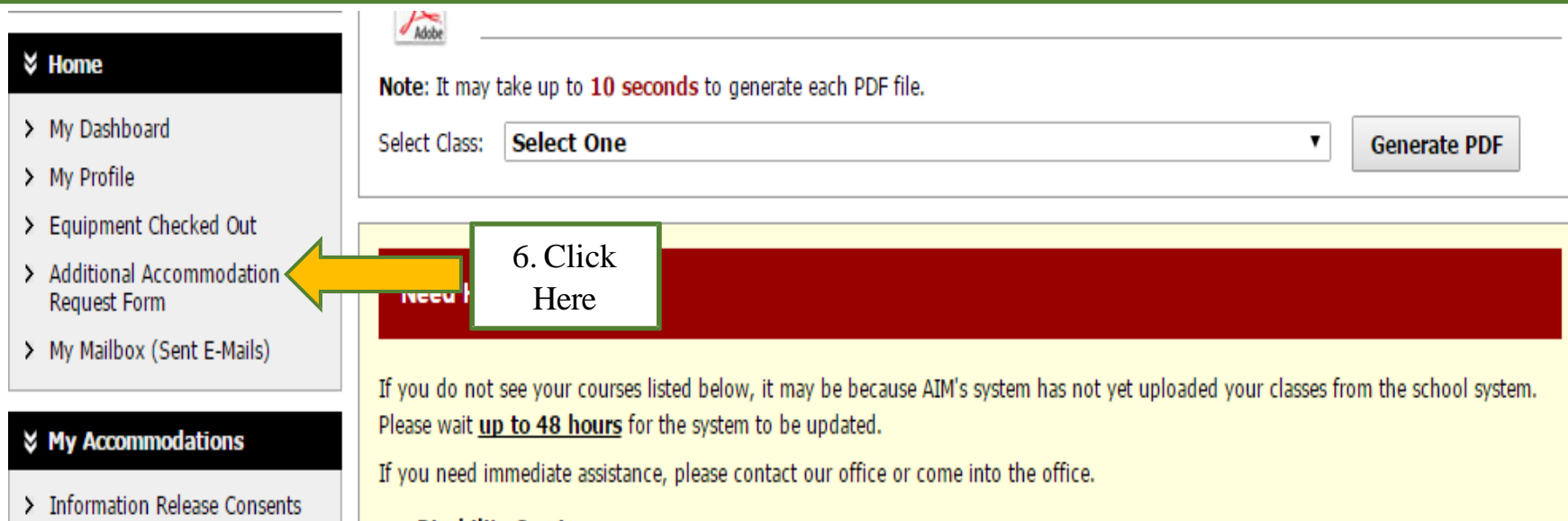


5. Sign In

**New Student?**
[Submit your application to receive accommodation from Services.](#)

**Sign Up as a Notetaker**
[Submit your application to take notes for students with disabilities.](#)

6. You are now logged into the portal and are at the Student Dashboard. From here, select “Additional Accommodation Request Form” on the left side of the screen.



The screenshot shows the Student Dashboard interface. On the left is a navigation menu with two main sections: 'Home' and 'My Accommodations'. Under 'Home', there are links for 'My Dashboard', 'My Profile', 'Equipment Checked Out', 'Additional Accommodation Request Form', and 'My Mailbox (Sent E-Mails)'. Under 'My Accommodations', there is a link for 'Information Release Consents'. A yellow callout box with the text '6. Click Here' and a yellow arrow points to the 'Additional Accommodation Request Form' link. The main content area on the right has an Adobe logo at the top left, followed by a note: 'Note: It may take up to 10 seconds to generate each PDF file.' Below this is a 'Select Class:' dropdown menu currently showing 'Select One' and a 'Generate PDF' button. Further down is a red banner with the text 'Need Help?'. Below the banner is a yellow box containing the text: 'If you do not see your courses listed below, it may be because AIM's system has not yet uploaded your classes from the school system. Please wait up to 48 hours for the system to be updated. If you need immediate assistance, please contact our office or come into the office.'

7. Click “Submit New Application”

ADDITIONAL ACCOMMODATION REQUEST FORM

List New Application

Please follow the instructions to submit an additional accommodation request form.

Submit New Application

List of Application(s) Submitted:

8. Choose the term when you would like the new accommodation to take effect, then tell us what new accommodation you are seeking. When you are done, click “Submit Application”.

Information

Start Term*: **Select One** ▼

Note: Select term where you would like your new accommodation to start.

Questions

1. Please indicate the additional accommodation(s) you are seeking

Submit Application

9. The system will verify your submission and allow you to upload documentation.

ADDITIONAL ACCOMMODATION REQUEST FORM

List New Application



APPLICATION SUBMITTED

System has successfully processed your request and will be reviewed by the staff. If you have not received email confirmation regarding your application, please contact our office.

Back to List of Applications

(9 cont.) When you scroll down on this page, you will see a place to browse for files on your computer. You may now upload any additional documentation you have related to your new request. If you feel the documentation you already provided adequately addresses your new request, you may log out of the system now and watch for an email from Disability Services.



UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **3 MB** per upload.
- View: **Acceptable File Types**.

File Information



File Title*:

Select File:

Choose File

No file chosen

Upload Documentation



10. The system will now indicate that your upload was successful. You may skip to step 13.



FILE UPLOAD WAS SUCCESSFUL

The file was uploaded successfully to your application. A confirmation email will be sent to your email. If you need to upload another documentation, please use the following function.

[Back to List of Applications](#)



11. If you would like to upload documentation at a later time, you may do so by logging back into the site listed in Step 1 and clicking on “Additional Accommodation Request Form” again. (Repeat Steps 1-5),

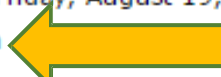
12. On this screen, click the blue “View Application” link.

Please follow the instructions to submit an additional accommodation request form.

[Submit New Application](#)


List of Application(s) Submitted:

- Application Submitted on Friday, August 19, 2016 at 09:04:55 AM (Status: **1 - Processing**).
Action: [View Application](#)
- Application Submitted on Friday, August 05, 2016 at 04:32:08 PM (Status: **1 - Processing**).
Action: [View Application](#)



(12 cont.) This takes you back to the screen shown on Step 9. Refer to those instructions for how to upload documentation.

FILE UPLOAD



UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **3 MB** per upload.
- View: [Acceptable File Types](#).

File Information

File Title*:

Select File:

Choose File

No file chosen

Upload Documentation

13. Once you have filled out the request and submitted any additional documentation we need to consider, you should log out and monitor your ATU email account for correspondence from our office within a few business days (these emails will have [AIM] in the subject line). We will email you soon and let you know if we need more information, or if it is time for you to contact us for an appointment.