

Signing into the DSS Accommodations Portal

Step 1) Go to the Rock Valley College Website (<http://www.rockvalleycollege.edu/>), then to the Disability Services Home Page (illustrated below).

The screenshot shows the Rock Valley College website navigation menu. Under the 'ACADEMICS' tab, the 'ADMISSIONS & AID' sub-tab is selected. In the 'Academic Support Services' section, the 'Disability Support Services' link is highlighted with a red box and a red arrow pointing to it. Other services listed include Intercultural Student Services, Library, Math Lab, Testing Center, Tutoring Center, and Writing Center. The 'Dean of Students Office' and 'Enrollment Services' sections are also visible.

Step 2) Click on the Big Blue Button on the Disability Services Home Page (illustrated below).

On the production server, this page will redirect to HTTPS.

The screenshot shows the Disability Services Home Page. A red arrow points to a blue button labeled 'DSS Accommodations Portal Login'. Below the button is a navigation menu with links: 'DSS Home', 'DSS Mission', 'Faculty & Staff Resources', 'Student Resources', and 'Forms'. Two service cards are visible: 'Request Services' and 'Communication Services'.

Step 3) When that page opens, Sign In using your RVC username and password. (Note: students who are not already registered with the DSS office should click on the New Student link and complete the application.).

The screenshot shows the DSS Accommodations Portal login page. The 'Sign In Information' form is highlighted with a blue box. It contains fields for 'Username*' and 'Password*', and a 'Sign In' button. The page also features a 'New Student?' link and a 'Sign Up as a Notetaker' link.

Requesting Accommodations for a course/multiple courses each semester:

Step 1) Once you are signed in, click on “List Accommodations” (on left side of page).

Step 2) Click the box for each of the courses that you are registered for and for which you would like to request accommodations. Then click the grey button “Step 2 – Continue to Customize Your Accommodations”.

Welcome My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

LIST ACCOMMODATION REQUESTS

Select Accommodations for Your Class

Important Note

1. It takes **up to 24 hours** to show up after you registered your courses with your school. If you do not see one or all of your classes from the list below after 24 hours, please contact the office.
2. Your class might not show up below if you are part of **class's waiting list** (i.e. the class is full or need an override from the registrar office).
3. If you are **unable to select the checkbox** from the list of classes below, that means you have submitted your request for accommodation for that class.

Step 1: Select Class(es)

- Fall (20153) 2014 - FWS 151.D010 - TAE KWON DO (CRN: 120998)
- Fall (20153) 2014 - OFF 118.D020 - COMPUTER KEYBOARDING (CRN: 122930)
- Fall (20153) 2014 - RDG 080.D010 - BASIC READING SKILLS (CRN: 121823)
- Fall (20153) 2014 - STU 100.D048 - PLANNING FOR SUCCESS (CRN: 122151)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

Step 3) Select the accommodations that you would like to use for each individual course. Then click the “Submit Your Accommodation Requests” button. (This will electronically notify your instructor(s)).

Please note: Electronically notifying your instructor does not release you from the responsibility of communicating your specific accommodation needs individually with your instructor(s).

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STU 100.D048 - Planning For Success (CRN: 122151)

Instructor(s): **S. Goers**

Days and Time(s): **M at 01:15 PM - 02:50 PM**

Date Range(s): **10/13/2014 - 12/01/2014**

Location(s): **WTC G11**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for STU 100.D048

- Alternative Testing
- EASN - Early syllabus/assignments
- SEAT - Preferential seating
- TPRL - Tape-recorded Lectures

Select the check box if you would like DSS to **email this accommodation letter** to your instructor(s) for **STU 100.D048 - Planning For Success** course.

Submit Your Accommodation Requests **Back to Overview**