D&A Step-by-Step Guide to Request Accommodation Letters

1. Enter the D&A Student Portal and select the “Accommodation Letters” icon.

![Image of D&A Student Portal]

2. Select the “Accommodations” tab at the top left-hand corner of the page. Log in with your UT EID and password.

![Image of Accommodations tab]

3. Select the “Request” button next to each course for which you plan to use accommodations.

![Image of Request Accommodations page]
4. Your accommodations will be pre-selected to show up on your Accommodation Letters. You will need to acknowledge the statement under “Please indicate if your accommodations require any changed” and agree to the terms to submit your request.

Request Accommodations

Listed below are your approved accommodations and a list of your current courses. Courses are updated on the first class day of the semester. If you are missing a course in the portal, please wait 3-5 business days for the courses to update from the registrar and populate in the portal. LAW/MEDICAL students do not request accommodation letters for your course, you will need to request accommodations through the Miscellaneous Accommodation Letter Request Form.

- Your accommodations
  - 1.5x for any timed activity unless speed is the factor being tested
  - A copy of class notes
  - Access to Slides/overheads
  - Audio record
  - Course Load Reduction
  - JAWS for Tests
  - Permission to step out of class for 5-10 minutes
  - Priority Registration
  - Reduced Distraction Environment for testing

- Courses to request
  - D&A Test Course Accommodation Letters section 12354
  - [check all] [check none]

Please indicate if your accommodations require any changes

- My accommodations are correct as is. I understand that if I need to update my accommodations, I need to contact my assigned Access Coordinator.

Terms

- I understand I must download/deliver my Accommodation Letter and any associated handouts to my instructors and discuss how I will receive my classroom and/or testing accommodations within each class.
- I understand I cannot use my accommodations until I have delivered/discussed my Accommodation Letters with my instructors. I understand this is best done by appointment or during office hours to allow for greater discussion about how I will receive my classroom and testing accommodations.
- I will let my Access Coordinator know immediately if I experience any problems or concerns with an instructor or with using my accommodations in a class.
- I understand my instructors and I will be notified via email when my Accommodation Letters have been processed.

- [ ] I agree to the terms outlined above

[Cancel] [Submit]
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Once a request is submitted, you will have access to your Accommodation Letter(s) immediately. If some of your courses are missing, please wait 3-5 business days for the courses to be updated in the student portal.

An email notification will also be sent to the instructor with instructions on how to access your Accommodation Letter by logging into the D&A Instructor Portal. Your next step is to contact your instructors to discuss your accommodations.

FOR MISCELLANEOUS ACCOMMODATION LETTERS: Graduate and Professional Program students (Law/Dell Medical/Pharmacy/Nursing) need to submit the Miscellaneous Accommodation Letter Request Form separately for necessary staff members. You will find the request form and instructions in the D&A Student Portal, as well.

*Please note that if you make changes to your course schedule at the beginning of the semester, your courses may not reflect accurately in the D&A Student Portal. You should wait 3-5 business days to see if your courses update and then request your Accommodation Letter(s) when the course is showing.

Please contact your assigned Access Coordinator if you have any difficulty.