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

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

![Welcome to the Disability and Access Student Portal]

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

![Request for Accommodations]

3. Select the “Request” button next to each course for which you plan to use accommodations.
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.
Once a request is submitted, you will have access to download your Accommodation Letter(s) immediately. An email notification will also be sent to the instructor with instructions on how to access your Accommodation Letter through the D&A Instructor Portal. You will also be copied on this email. Your next step is to contact your instructors to discuss your accommodations.

**It can take 3-5 business days for courses to populate in the student portal, if you are missing a course, please check back.**

**Incomplete courses:** Please follow the instructions below to request a miscellaneous accommodation letter for your course.

**GRADUATE AND PROFESSIONAL PROGRAM STUDENTS:**

Graduate and Professional Program students (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.

![Miscellaneous Accommodation Letter](miscellaneous_accommodation_letter.png)

Once your request is submitted, please allow 3-5 business days for processing. You will receive an email with the requested Misc. Accommodation Letter(s) attached and will need to send those to necessary recipients directly. Faculty/Staff on miscellaneous letters will not have access to Accommodation Letters via the D&A Instructor Portal.