ACCOMMODATION REQUEST INSTRUCTIONS:

Please follow these instructions to renew accommodations:

1. Go to the Online Services website - SDS Online Portal Website
   (This website can be accessed on the SMC Student Disability Services site as well)

2. Click “Sign In” and log in with your SMC username and password

3. You will be taken to your student “Dashboard”

4. You will need to sign the “E-Form Agreement” before requesting accommodations for your courses

5. In “My Dashboard” you can access a section labeled “Select Accommodations for Your Class”
   a. Your classes will be populated below this
6. Select the classes you wish to request accommodations for and select “Step 2 - Continue to Customize Your Accommodations”
7. Select the accommodations that you desire for the class by checking the boxes shown. You will only see the accommodations that you have been approved for. Your accommodations will also be grouped by type. For example, accommodations like extended time will be in ‘Alternative Testing’. [Please note that accommodations like HOUSING should not be requested for classroom accommodations.]

8. SDS staff will review your request and in the few days before the semester starts you will see an email from our office to your instructor, with a copy to you, with the notification of accommodations letter so that your faculty is aware of your approved accommodations.

Don’t forget to discuss your accommodations with your faculty. Once you see the notification of accommodation sent to your faculty member, reach out to your faculty to set up time during office hours to discuss your accommodations.