

How To: Request Accommodations Letters Online via myACCESS

1. Navigate to your [myACCESS Student Web Portal](http://www.uvm.edu/myaccess): <http://www.uvm.edu/myaccess>
 - Select the Accommodation Letters icon from the Student Web Portal home page.



2. Select Accommodations from the top menu bar

- Login to our secure web portal using your UVM netID and password.
- First, ensure that the Show term box reflects the appropriate semester (the current semester should be the default setting).
 - Use the dropdown menu to change the term, if necessary.
- You courses will be displayed, along with the accommodation letter status.
- Select “Request” in the third column to select accommodations for that course.

Accommodations FAQ Submit a comment Help

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses:

Show term: Fall Session 2014 Refresh

Course	Status	Request	Letter
GEOG 050 Section A	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	
ARTH 005 Section A	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	
ARTS 144 Section A	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	
GSWS 001 Section C	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	

The University of Vermont Burlington, VT 05405 (802) 656-3131

3. Submit your accommodations for your course(s) by following the steps on the Request Accommodations page:

- Review the information and accommodations listed.
- Select the boxes next to the accommodations you would like to receive in that course.
- *Please note: You have the option to select ALL accommodations for ALL courses. If you have course-specific accommodations, you will need to submit separate requests for each course. Otherwise, you may submit all of your accommodation letters to each of your instructors at once.*
- Indicate if your accommodations require any changes by selecting the appropriate option from the list.
 - If you require changes, please provide details in the optional note box provided.
 - ACCESS will be notified that your accommodations are pending and Specialists will review and contact you regarding changes.
- Select the box indicating “I agree to the terms outlined above” and then Submit.

If you do not require any changes to your accommodations, letters will be generated with your selected accommodations and emailed to your instructor(s) for each selected course. You will also receive a confirmation email.

Please remember, emailed accommodation letters do NOT replace an in-person interaction with your instructors. We strongly advise arranging a meeting with each of your instructors to discuss the specifics of each of your course accommodations and to create a plan for smooth delivery of services. This is also a great way to meet and establish a personal relationship with your instructors!

For troubleshooting help with online letter submission, email: myACCESS@uvm.edu.