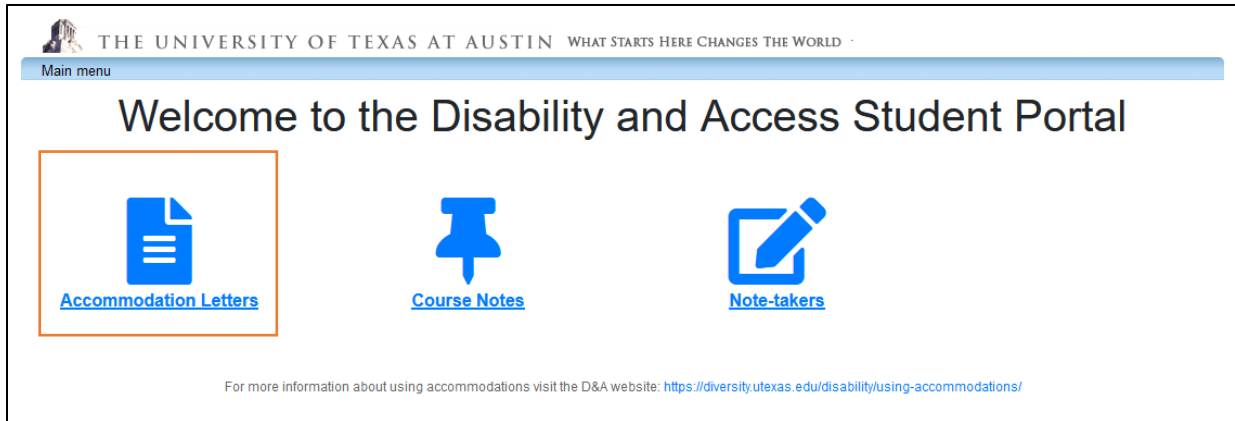


D&A Step-by-Step Guide to Request Accommodation Letters

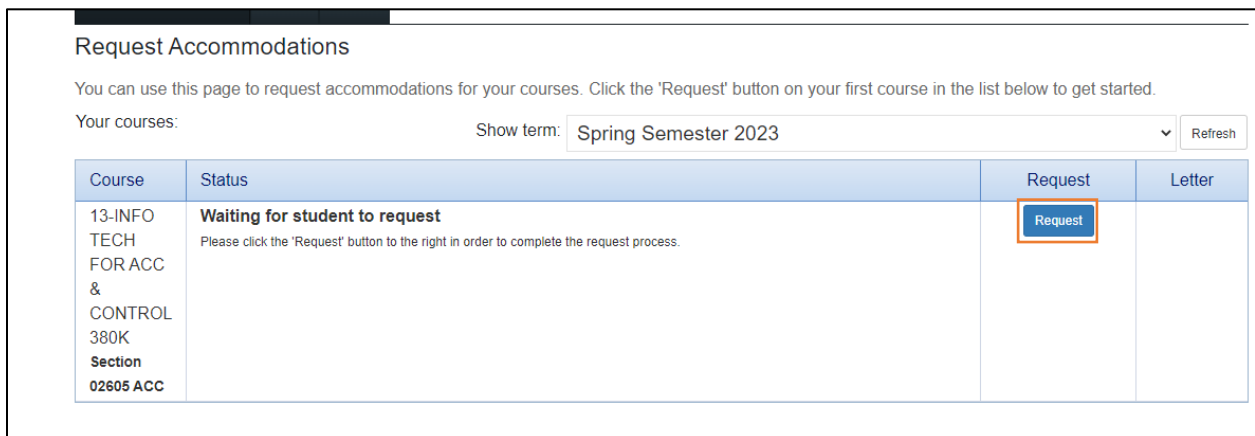
1. Enter the D&A Student Portal and select the “Accommodation Letters” icon.



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



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



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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

ClickWork Online Student Access

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

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

GRADUATE STUDENTS: If applicable, please request a letter for your Graduate Coordinator, Graduate Advisor, and/or the Graduate Studies Committee (GSC) Chair using this form. That information can be found here:

<https://gradschool.utexas.edu/connect>. If you are unsure whether this is applicable, please ask these specific faculty members in your graduate program if they need an Accommodation Letter for you first, before submitting the [Miscellaneous Accommodation Letter Request Form](#).

MEDICAL students do NOT request accommodation letters for your courses, you will need to request accommodations through the [Miscellaneous Accommodation Letter Request Form](#).

- **DELL MEDICAL SCHOOL:** Request a letter for

PHARMACY/NURSING students need to request accommodation letters for your courses and you will need to request accommodation letters through the [Miscellaneous Accommodation Letter Request Form](#) for your college accommodation coordinator.

- **COLLEGE OF PHARMACY:** Request a letter for
- **SCHOOL OF NURSING:** Request a letter for

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.