

# Step-by-Step Guide to Request Accommodation Letters



The University of Texas at Austin  
**Disability and Access**  
Division of Student Affairs

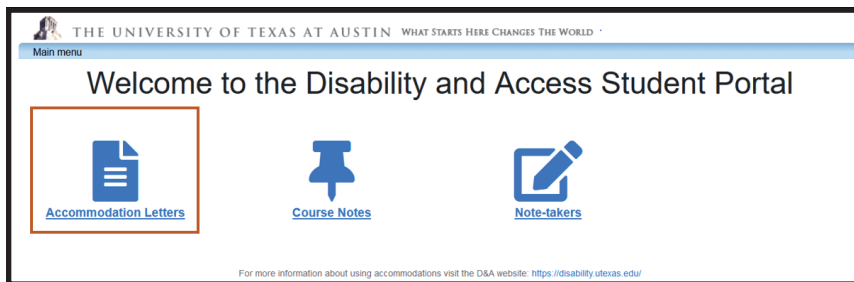
Students must request accommodation letters through the [Disability and Access \(D&A\) Student Portal](#) to use academic accommodations in their courses. **To request letters, students must be registered with D&A and have completed all registration steps** (e.g., submitted documentation, completed D&A intake appointment and signed forms).

This document includes step-by-step instructions for undergraduate, graduate and professional students to request accommodation letters.

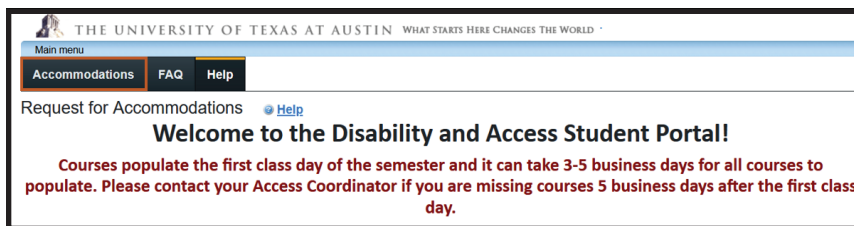
**Please note: It can take 3-5 business days for courses to populate in the student portal. If you are still missing a course after 5 business days, please contact your Access Coordinator for assistance.**

## Steps to Request

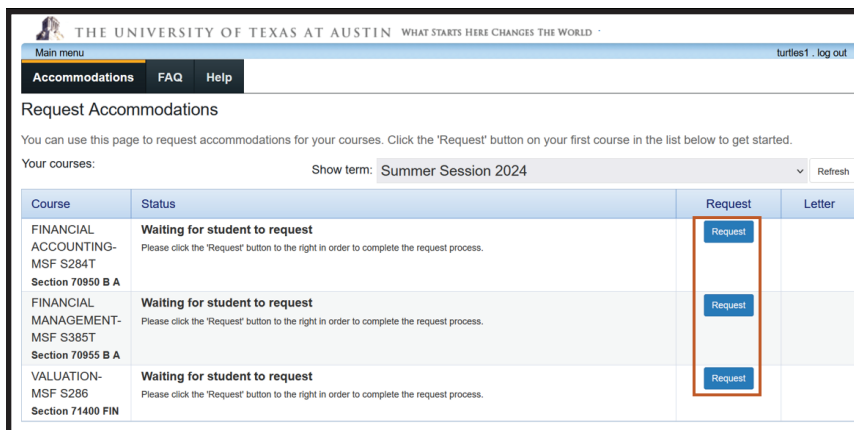
1. Enter the [D&A Student Portal](#) and select the “Accommodation Letters” icon.



2. Select the “Accommodations” tab at the top left 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.



4. All of your accommodations will be pre-selected to appear on your accommodation letters. You will also have the option to select your classes to request them at one time. To submit your request, you will need to:

- Select the classes you would like to request accommodation letters for.
- Acknowledge the accommodation changes statement by selecting the circle under the text that says, "Please indicate if your accommodations require any changes."
- Agree to the terms by selecting the box next to the text that says, "I agree to the terms outlined above."
- Select "Submit"

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Main menu turtles1 log out

## 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. MEDICAL students, 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
- ☐ Audio record
- ☐ Reduced Distraction Environment for testing
- ☐ Use of technology for notes

**Courses to request**

- ☒ FINANCIAL ACCOUNTING-MSF S284T section 70950 B A  
BADOLATO, PATRICK G patrick.badolato@mcombs.utexas.edu
- ☒ FINANCIAL MANAGEMENT-MSF S385T section 70955 B A  
BUTLER, JOHN C butlerjc@mcombs.utexas.edu
- ☒ VALUATION-MSF S286 section 71400 FIN  
HAHN, WARREN J joe.hahn@mcombs.utexas.edu

[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

For more information about using accommodations visit the D&A website: <https://disability.utexas.edu/>

5. 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 be copied on the email. **Your next step is to contact your instructors to discuss your accommodations.**

## Incomplete Courses:

The D&A Student Portal can only provide accommodation letters for the current semester. Please follow the instructions under "Graduate Students" to request a miscellaneous accommodation letter for your incomplete course.

## Graduate Students

Students in graduate and professional programs (e.g., Dell Medical, Pharmacy, Nursing) need to submit the Miscellaneous Accommodation Letter Request Form separately for the necessary staff members within your specific program; this may be your graduate program coordinator, your college accommodation coordinator or another staff member. You will find the request form and instructions in the D&A Student Portal as well.

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 you will need to directly send the letters to necessary recipients.** Faculty/Staff on miscellaneous letters will not have access to accommodation letters via the D&A Instructor Portal.

## Contact Us

If you have questions or need support requesting accommodation letters, please contact your assigned Access Coordinator. If you are not sure who your assigned coordinator is, you may email [access@austin.utexas.edu](mailto:access@austin.utexas.edu) to be directed to them.



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