Renewing Accommodations and Sending Faculty Notification Letters

1. Login to the DSS Student Portal with your SalukiNet username and password.

2. From your dashboard find the ‘Select Accommodations for Your Class’ section. Under ‘Step 1’ you will find a list of classes you have registered for. Select the classes for which you wish to receive accommodations. Check them all if you need accommodations for all classes.

3. Then select, “Continue to customize your Accommodations.”
4. On this page you will choose the accommodations you want to use in each class. When you are finished choosing your accommodations, select the ‘Submit Your Accommodation Request’ button.
5. You can modify the accommodations you selected at later date, in case you discover that you need them for a particular class or activity. The system will notify DSS to send a new letter to your faculty.

6. Once you have made your request, DSS emails the Faculty Notification Letter to your instructor. A copy of the letter will be located in your ‘Mailbox’ under your ‘Home’ tab.