

Requesting Accommodations through the Bison Accessibility Portal

Requesting Accommodations through the Bison Accessibility Portal will be a process you will need to go through each semester you are enrolled for classes. Please complete the accommodations requests 2 business days after you are registered in classes and when your classes are viewable in the portal.

Notetaking accommodation requests should be requested after you go to class and determine if you will need notes for that class. If you are receiving an accommodation through Disability services such as note-taking, testing accommodations, receiving alternate format books or other services, this is where you will request those services.

Requesting Accommodations

1. Once you are logged into the Bison Accessibility Portal, click on the “List Accommodations” link in the left sidebar menu.
2. In the right dialog box labeled Step 1: Select Class(es), click on the checkboxes for the classes for which you would like to request accommodations.
3. Next you will click on the button labeled Step 2- Continue to Customize Your Accommodations. If you do not see one of your approved accommodations or if you do not see all your classes, please contact Disability Services.
4. In the box below each class, in the areas labeled “Select Accommodations” check the checkboxes for each approved accommodation you are requesting for each class.

If you are eligible for alternate format textbooks (e-texts), you must click the format you prefer to receive for each class. By checking this box, a request will automatically be generated so Disability Services can begin the process of ordering your books. Please review the requesting alternative formats in the Bison Accessibility Portal tutorial for more information on requesting supplemental materials or downloading your books.

5. After you have selected the accommodations you would like to receive for each class, click on the “Submit Your Accommodation Request” button on the bottom of the page.

After submitting your accommodations request, a letter stating your name and accommodations requested will be generated. Before the beginning of the semester, these letters will be sent electronically to your instructors.

If you have any questions about requesting your accommodations through the Bison Accessibility Portal or would like to further discuss your accommodations, please contact Disability Services.