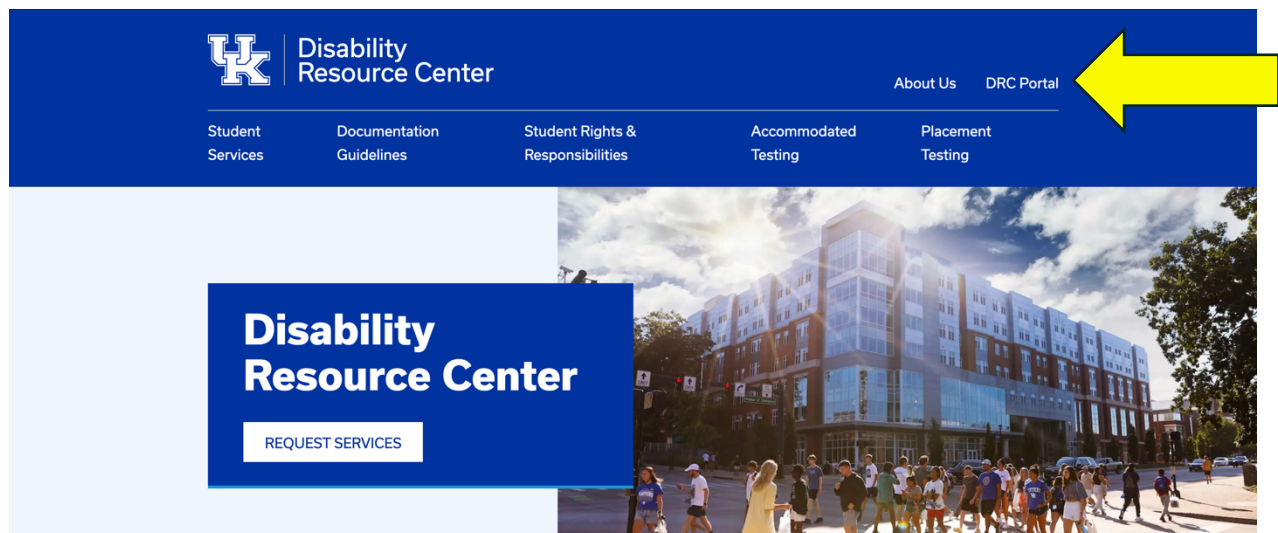# DRC Student Portal User Guide

How to Request Accommodations

Students affiliated with the Disability Resource Center (DRC) whose reasonable accommodations have been determined must initiate the process of generating Instructor Notification Letters (INL) for their courses. The INL verifies that the student has a documented disability and/or medical/mental health condition and lists the eligible accommodations the student chooses to use in each course. It is the student's responsibility to prepare an INL for each course in which they intend to use the approved accommodations. INLs are effective until the end of each semester.

To request accommodations, please follow the steps below. Once a request is submitted, the information is released to the Instructor Portal, where instructors can view students' INL.

Step 1: Go to the **Disability Resource Center** homepage and select **DRC Portal** from the top right hand side navigation menu.


Step 2: Log into the **DRC Student Portal** with your single sign on (SSO) credentials, which are your UKY LinkBlue username and password. **Tip:** Consider bookmarking this link for accessing the portal in the future.

UK Disability Resource Center
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DRC Portal Login and Tutorials

**DRC Student Portal**

LOGIN

DRC Instructor Portal

LOGIN
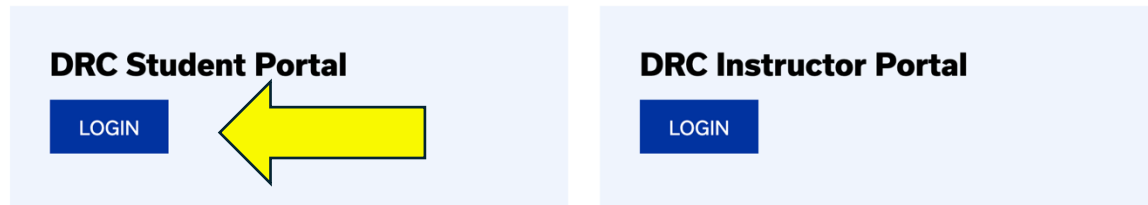
Step 3: Review and acknowledge any **E-form Agreements**. Documents requiring students' attention will be listed on student's dashboard.
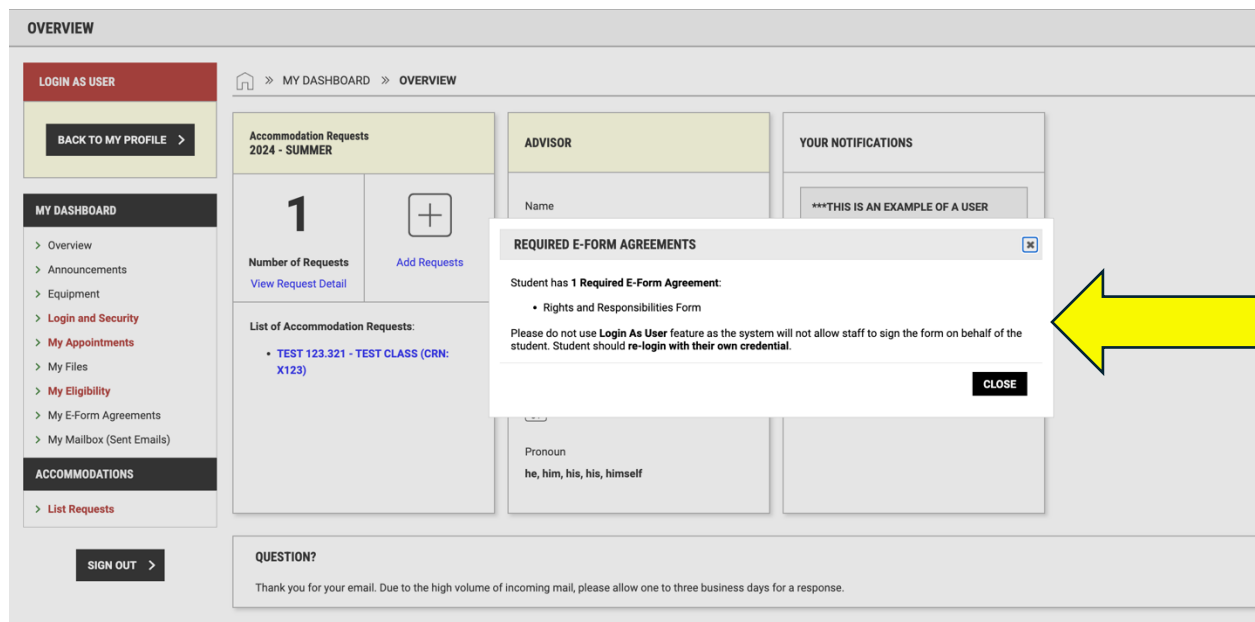
Step 4: Locate **My Dashboard** on the left side menu and select **Overview**. This will show **Accommodation Requests** for specific terms. Identify the current term and **Add Requests** for each class by selecting the plus icon.
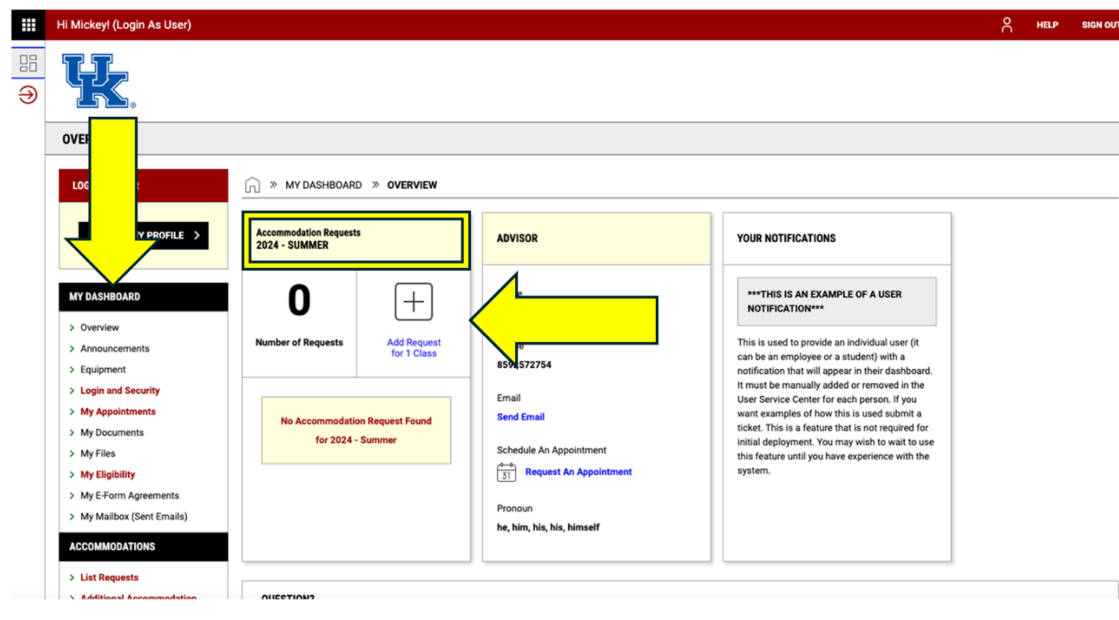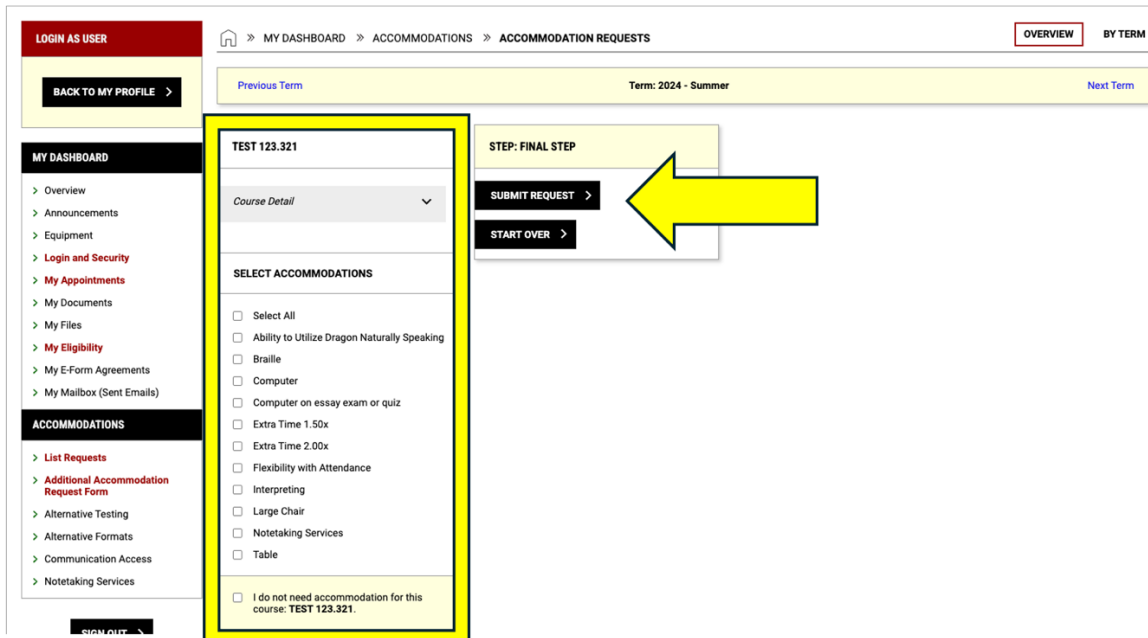
Step 5: Select the courses you want to request accommodations for. To request accommodations, select the checkbox(es) next to each course. If you need to apply the *same* accommodations for all selected courses, select the checkbox next to that option and **Continue to Next Step**. If you want to *customize* your accommodations per course, after you select the checkboxes next to each course, proceed to the next page by selecting **Continue to Next Step** to choose your eligible accommodations.
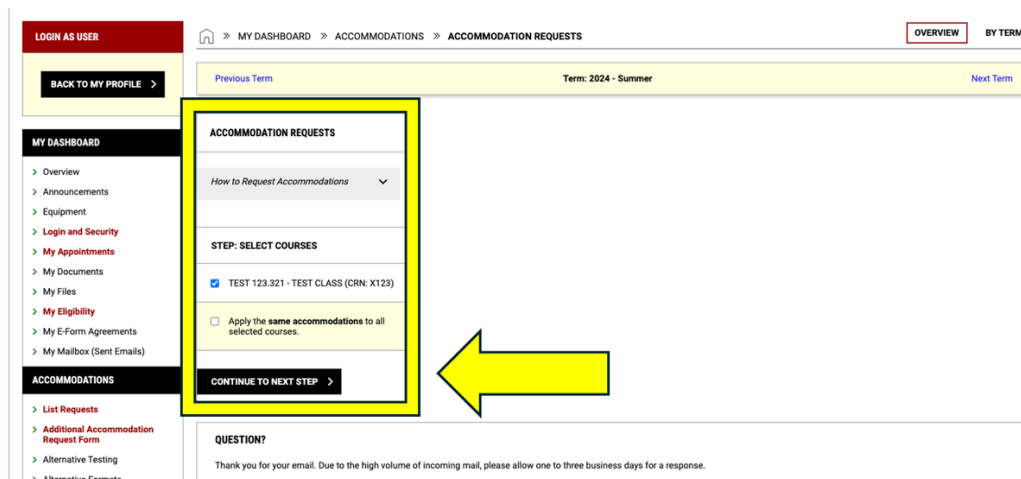
Step 6: Select Accommodations for each course by marking the checkbox next to the accommodation you need to use for that course. If you need to use all
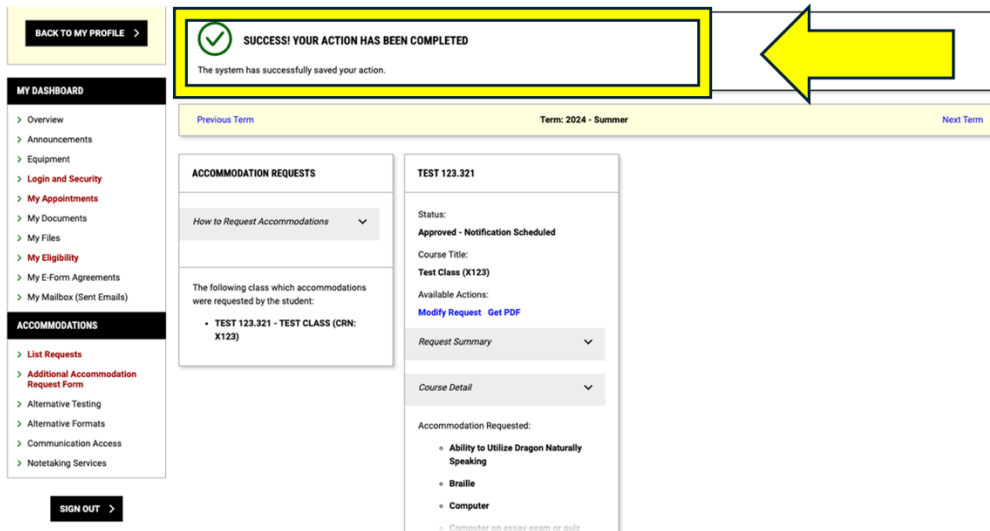
accommodations, select the first checkbox, **Select All**. If you do not need accommodations for a course, select the last checkbox, **I do not need accommodations for this course**. When you are done with your selections, select **Submit Request.** This information is then sent to the instructor portal where instructors view students' INL.

* Please be advised, students no longer need to send their accommodation letters to each instructor. Instructors can now access these letters directly through their Instructor Portal. However, students must still meet with each instructor at the beginning of each semester to discuss their accommodations.

Step 7: Notification the submission of your request(s) was a success.

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Step 8: To view requests made or to modify requests, return to Dashboard, select **List Requests** on the left side menu under **Accommodations**. A green check mark indicates requests have been made for the current term and can be viewed by selecting **View All Requests**.

Select **Modify Request.**

Modify accommodations as needed and select **Update Request**. You may also generate a PDF of your INL to have during your meeting with instructors by selecting, **Generate PDF**.

![UK Disability Resource Center — Office for Student Success]

*If a course you are enrolled in is not listed or if you need assistance, please contact your consultant or the DRC office. Information about your assigned consultant can be found on the Student Portal dashboard under the _Overview section._

OVERVIEW

LOGIN AS USER

[BACK TO MY PROFILE >]

MY DASHBOARD
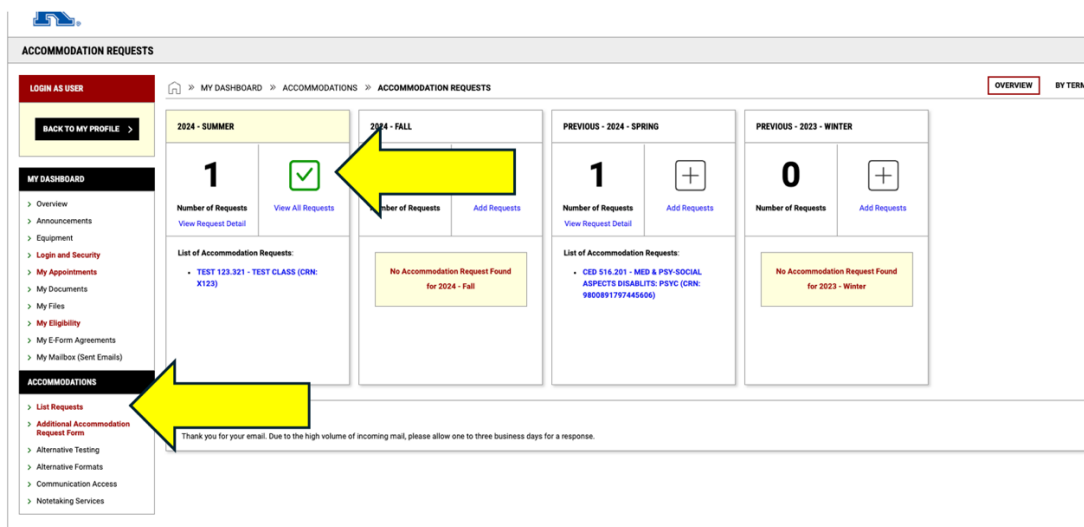
> Overview
> Announcements
> Equipment
> Login and Security
> My Appointments
> My Files
> My Eligibility
> My E-Form Agreements
> My Mailbox (Sent Emails)

ACCOMMODATIONS

> List Requests

⌂ » MY DASHBOARD » OVERVIEW

Accommodation Requests 2024 - FALL

0

Number of Requests

[+] Add Requests

No Accommodation Request Found for 2024 - Fall

ADVISOR

Name
Renee LeFebvre

Phone
8592572754

Email
Send Email

Schedule An Appointment
[31] **Request An Appointment**

Pronoun
she, her, her, hers, herself