

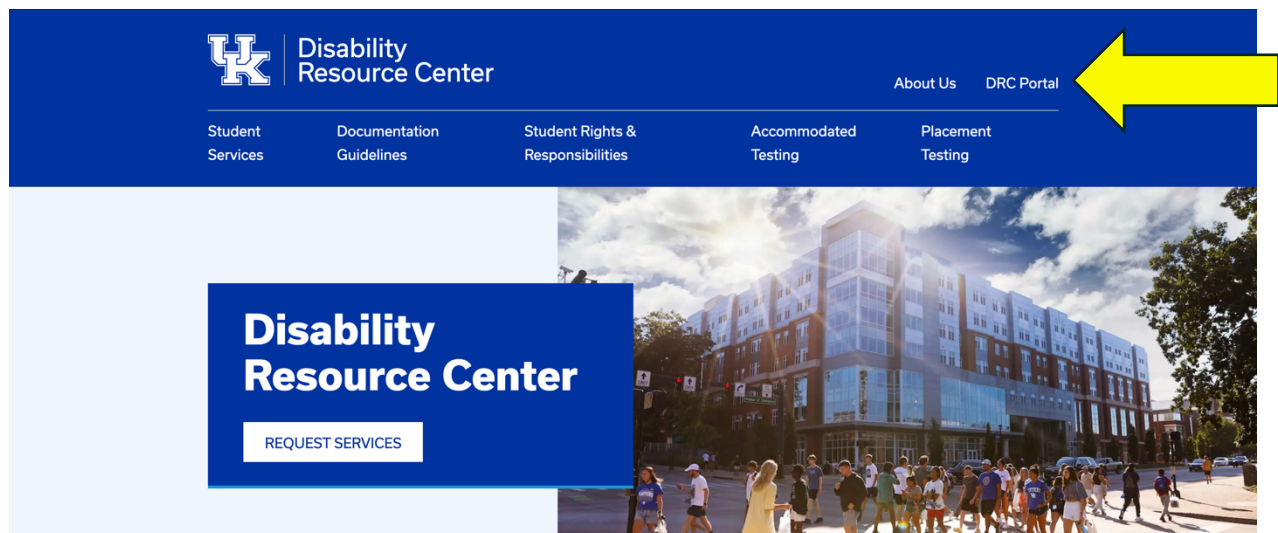
DRC Student Portal User Guide

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.

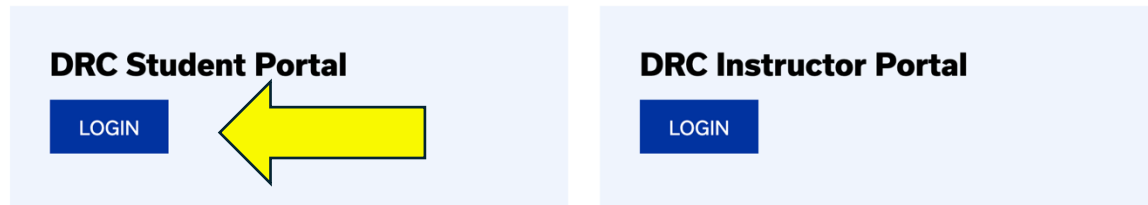
Step 1: Go to the [Disability Resource Center](#) homepage and select [DRC Portal](#) from the top right hand side navigation menu.



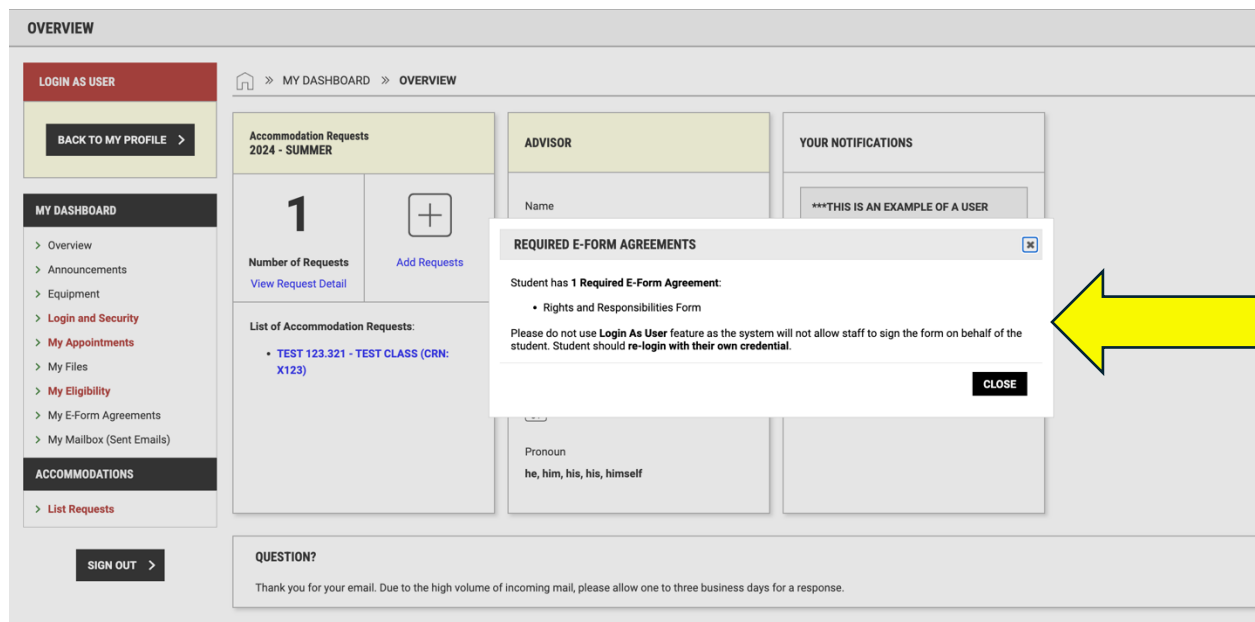
Step 2: Log into the [DRC Student Portal](#) with your single sign on (SSO) credentials, which are your UKY LinkBlue username and password. **Tip:** Consider bookmarking this link for accessing the portal in the future.

DRC Portal Login and Tutorials

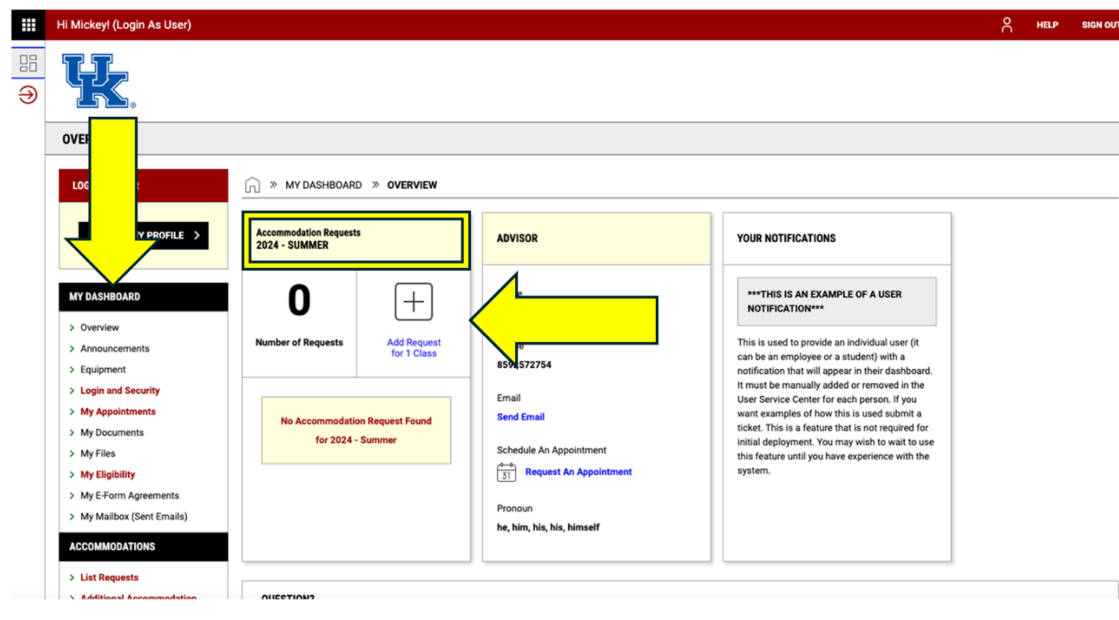
[Disability Resource Center](#) / [DRC Portal Login](#)



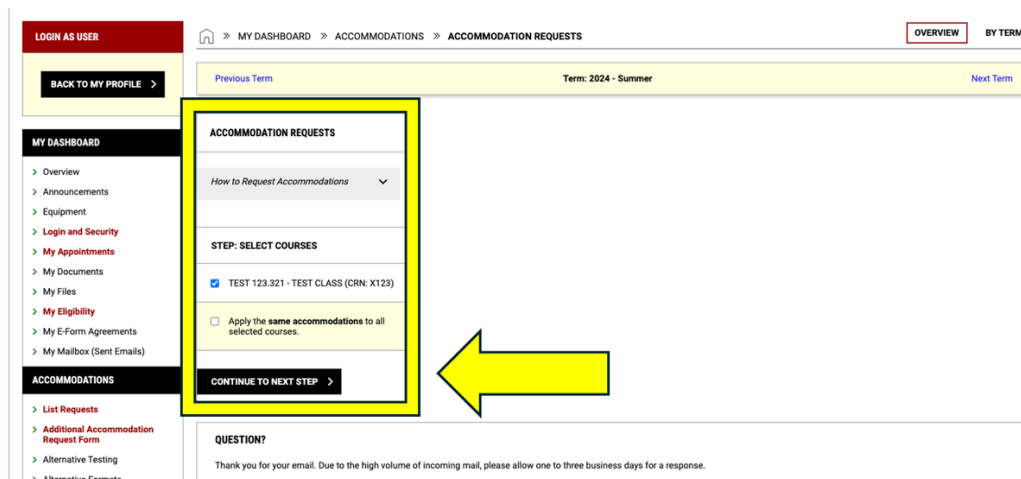
Step 3: Review and acknowledge any **E-form Agreements**. Documents requiring students' attention will be listed on student's dashboard.



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.



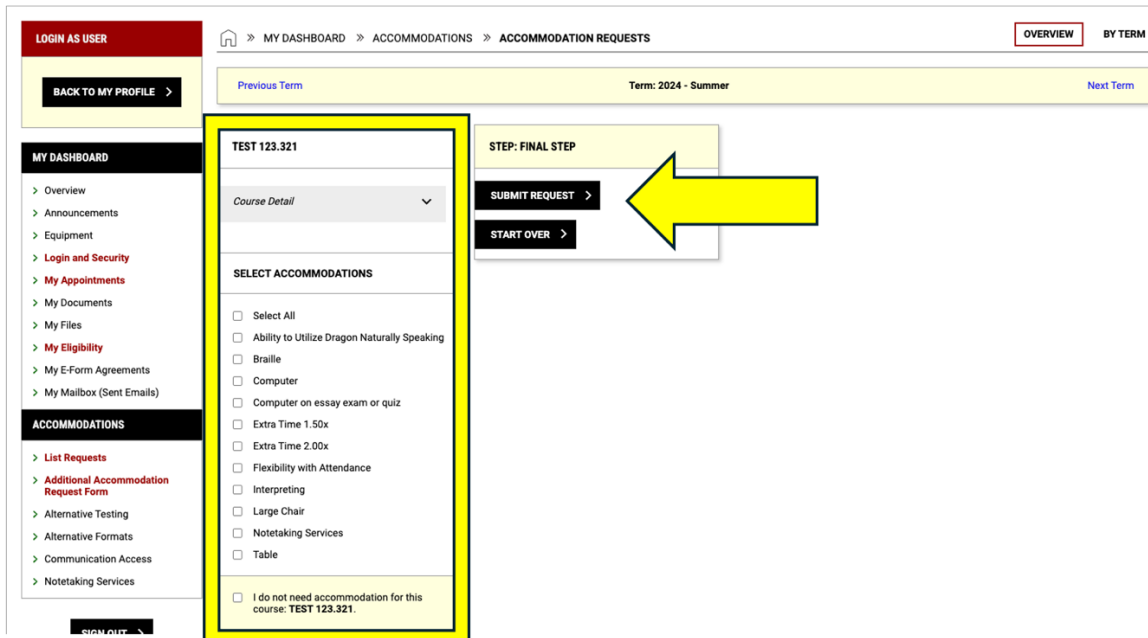
Step 5: Select the courses you want to request accommodations for. To request accommodations, select the checkbox(es) next to each course. If you need to apply the *same* accommodations for all selected courses, select the checkbox next to that option and **Continue to Next Step**. If you want to *customize* 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

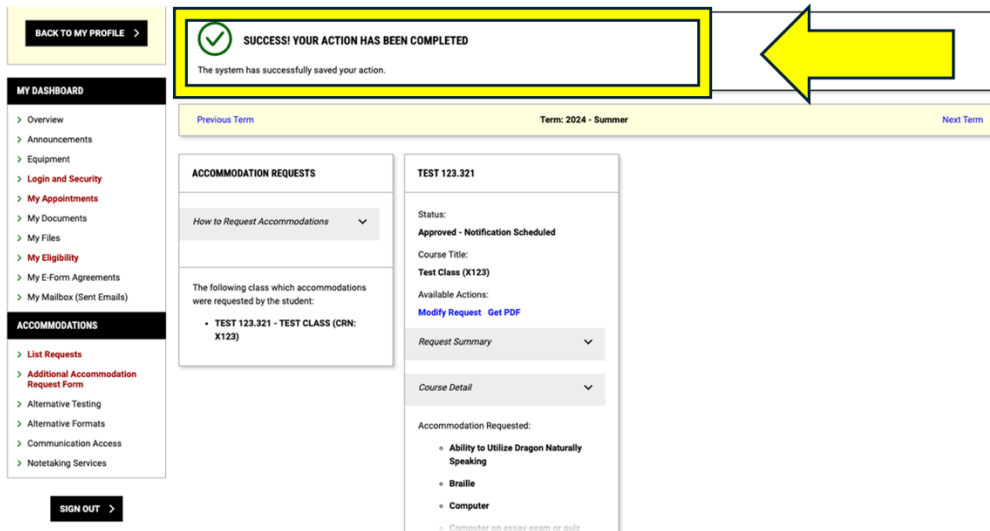
accommodations, select the first checkbox, **Select All**. If you do not need accommodations for a course, select the last checkbox, **I do not need accommodations for this course**. When you are done with your selections, select **Submit Request**. This information is then sent to the instructor portal 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.***



The screenshot displays the 'ACCOMMODATION REQUESTS' page for 'TEST 123.321'. The left sidebar contains navigation links under 'MY DASHBOARD' and 'ACCOMMODATIONS'. The main content area shows the 'Course Detail' dropdown and a 'SELECT ACCOMMODATIONS' section with a list of checkboxes. The 'STEP: FINAL STEP' section on the right contains the 'SUBMIT REQUEST' and 'START OVER' buttons, with a large yellow arrow pointing to the 'SUBMIT REQUEST' button.

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



BACK TO MY PROFILE >

SUCCESS! YOUR ACTION HAS BEEN COMPLETED
The system has successfully saved your action.

Previous Term | Term: 2024 - Summer | Next Term

ACCOMMODATION REQUESTS

How to Request Accommodations

The following class which accommodations were requested by the student:

- TEST 123.321 - TEST CLASS (CRN: X123)

TEST 123.321

Status: **Approved - Notification Scheduled**

Course Title: **Test Class (X123)**

Available Actions: [Modify Request](#) [Get PDF](#)

Request Summary

Course Detail

Accommodation Requested:

- Ability to Utilize Dragon Naturally Speaking
- Braille
- Computer
- Computer on essay exam or quiz

MY DASHBOARD

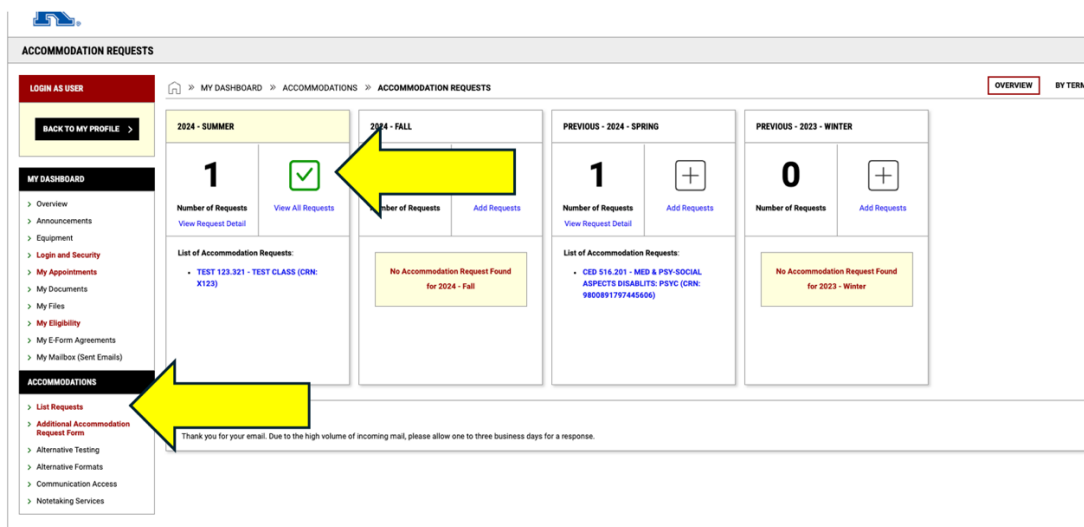
- Overview
- Announcements
- Equipment
- Login and Security**
- My Appointments**
- My Documents
- My Files
- My Eligibility**
- My E-Form Agreements
- My Mailbox (Sent Emails)

ACCOMMODATIONS

- List Requests**
- Additional Accommodation Request Form**
- Alternative Testing
- Alternative Formats
- Communication Access
- Notetaking Services

SIGN OUT >

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**.



ACCOMMODATION REQUESTS

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- Overview
- Announcements
- Equipment
- Login and Security**
- My Appointments**
- My Documents
- My Files
- My Eligibility**
- My E-Form Agreements
- My Mailbox (Sent Emails)

ACCOMMODATIONS

- List Requests**
- Additional Accommodation Request Form**
- Alternative Testing
- Alternative Formats
- Communication Access
- Notetaking Services

2024 - SUMMER

1 Number of Requests [View All Requests](#)

List of Accommodation Requests:

- TEST 123.321 - TEST CLASS (CRN: X123)

2024 - FALL

0 Number of Requests [Add Requests](#)

No Accommodation Request Found for 2024 - Fall

PREVIOUS - 2024 - SPRING

1 Number of Requests [Add Requests](#)

List of Accommodation Requests:

- CEJ 516.201 - MED & PSY-SOCIAL ASPECTS DISABILITIES PSYC (CRN: 9800891757445656)

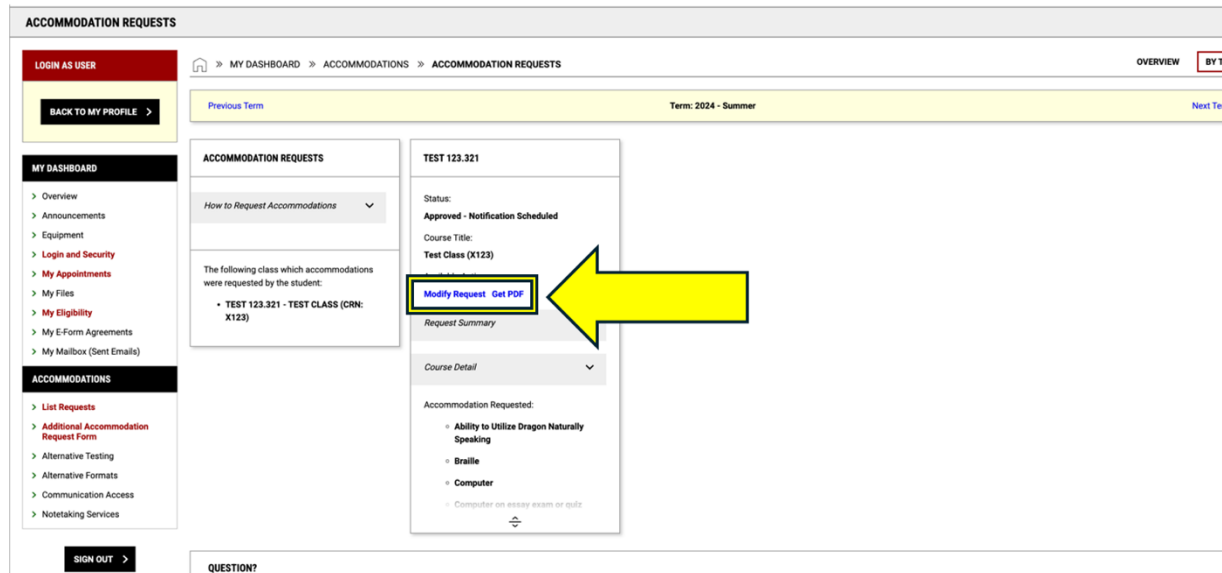
PREVIOUS - 2023 - WINTER

0 Number of Requests [Add Requests](#)

No Accommodation Request Found for 2023 - Winter

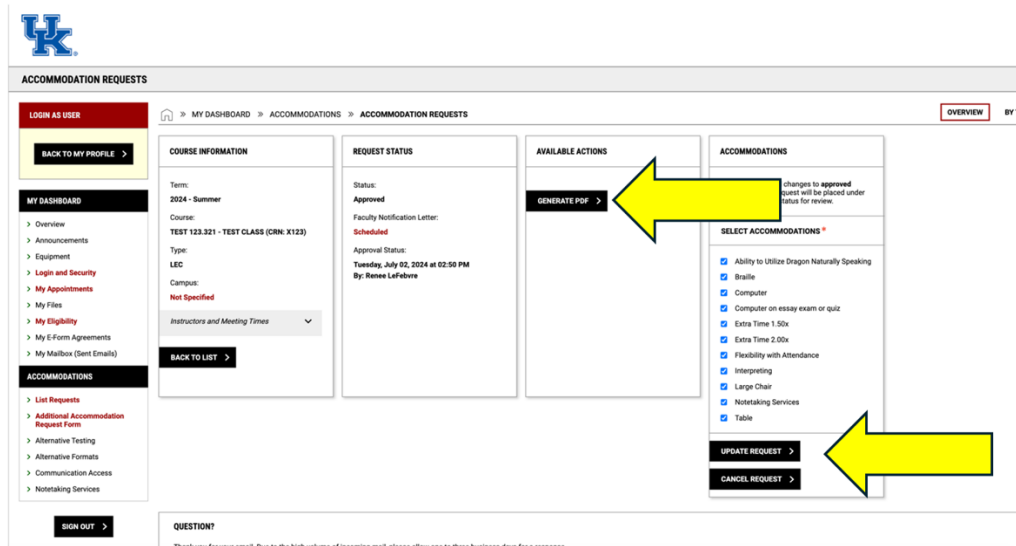
Thank you for your email. Due to the high volume of incoming mail, please allow one to three business days for a response.

Select **Modify Request**.






The screenshot shows the 'ACCOMMODATION REQUESTS' page. On the left is a sidebar with navigation links. The main content area is divided into three columns. The first column, 'ACCOMMODATION REQUESTS', lists the user's requests, with 'TEST 123.321 - TEST CLASS (CRN: X123)' selected. The second column, 'TEST 123.321', shows the request details, including the status 'Approved - Notification Scheduled' and the course title 'Test Class (X123)'. The 'Modify Request' button is highlighted with a yellow box and a yellow arrow. The third column, 'Request Summary', shows the accommodation requested: 'Ability to Utilize Dragon Naturally Speaking', 'Braille', and 'Computer'.

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**.



The screenshot shows the 'ACCOMMODATION REQUESTS' page with the 'TEST 123.321 - TEST CLASS (CRN: X123)' request selected. The 'AVAILABLE ACTIONS' column on the right contains two buttons: 'GENERATE PDF' and 'UPDATE REQUEST', both highlighted with yellow arrows. The 'ACCOMMODATIONS' column on the right shows a list of selected accommodations with checkboxes, including 'Ability to Utilize Dragon Naturally Speaking', 'Braille', 'Computer', 'Computer on essay exam or quiz', 'Extra Time 1.50x', 'Extra Time 2.00x', 'Flexibility with Attendance', 'Interpreting', 'Large Chair', 'Notetaking Services', and 'Table'. The 'UPDATE REQUEST' button is also highlighted with a yellow arrow.

***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**

[Home](#) >> [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
 [Request An Appointment](#)

Pronoun
she, her, her, hers, herself