1. How Can a Student Request Accommodation Letters Using the DS Student Portal?

Tell Me

Students who are registered with the Office of Disability Services (DS) can complete request their Accommodation Letters online by following the below instructions.

1. Go to [DS Portal](#) website.
2. Click on [DS Student Portal](#) icon. The Online Student Services window opens.

![DS Student Portal](#)

3. Click on [Request Accommodation Letters](#) icon.

4. Log in using your NinerNET username and password.

![Please Log In](#)

5. Your courses will be listed on the Request Accommodations page.
6. Select the correct semester from the drop-down menu on the right side of the window.
7. Under STATUS, courses indicated as Waiting for student to request are courses for which you can request accommodations.
8. Click the **Request** button next to one of your courses to proceed.

9. The selected course appears on the right side with a check mark. On the left side, you will **select the appropriate accommodation(s)** for that course. Not all accommodations may be appropriate for every course.

10. Indicate if your accommodations require any changes.

   1. If no changes are required, click the option **My accommodation(s) are correct the way they are.**
   2. If changes are required, click the option **I need to change or add to my accommodations,** and describe the changes/additions in the note **textbox**. If changes are required, Disability Services will be notified. You may need to meet with your DS counselor to address any changes/additions.

11. Next, **review** the Terms of Use and Accommodation Agreement.
12. Indicate your agreement by clicking on the checkbox I agree to the terms outlined above. Click Submit.

13. You will return back to the Request Accommodations page. If you did not request any changes, the STATUS of any course for which you have completed the process will indicate Sent. Your Accommodation Letter has been sent to your instructor through the DS Portal.

14. Repeat the process for any remaining courses in which you need to request accommodation(s).

15. For questions, email disability@uncc.edu, or call (704) 687-0040

Related FAQs

- 3. How Can a Student Schedule a Final Exam Using the DS Student Portal?
- 2. How Can a Student Schedule a Test Using the DS Student Portal?
- 1. How Can a Student Request Accommodation Letters Using the DS Student Portal?
- How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?
- How can instructors/faculty approve a requested test using the DS Faculty Portal?