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 request their Accommodation Letters online by following the below instructions.

Tips for Success

- Have your NinerNET credentials (username and password) ready.
- Print a list of your courses from Banner.
  - Be sure that each course has an assigned instructor before you request your Accommodation Letter.
- We recommend waiting to request your Accommodation Letters close to the start of the semester and no earlier than 5 days before the first day of class.

1. Go to DS Portal website.
2. Click on DS Student Portal icon. The Online Student Services window opens.
3. Click on Request Accommodation Letters icon.
4. Log in using your NinerNET username and password.

   This is the same information you use to sign in to "My UNC Charlotte" Portal

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.
9. Click the **Request** button next to one of your courses to proceed.

**Terms of Use and Accommodation Agreement**

The University of North Carolina at Charlotte has established a privacy statement to demonstrate its firm commitment to privacy and transparency. Click to review the UNC Charlotte Website Terms of Use.

**Accommodation Agreement**

I authorize the Office of Disability Services to discuss my needs and accommodations with University Departments. This consent shall remain in effect until revoked by me, in writing. I agree to follow the guidelines for the accommodations/services indicated in the Student Handbook which I have received. I will notify DS if my disability status changes or if issues arise related to my accommodations. I understand that requesting accommodations other than those indicated may require additional documentation. I have been informed that the deadline for notifying DS of my intent to test in the office for FINALS is three weeks before the first day of Final Exams.

If you qualify for any of the accommodation listed below, please carefully review the corresponding agreement:

![Request button and select semester](Image)

10. 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.

![Select appropriate accommodation(s) for the selected course](Image)

11. Indicate if your accommodations require any changes.
   a. If no changes are required, click the option **My accommodation(s) are correct the way they are.**
   b. 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.

![Please indicate if your accommodations require any changes](Image)
12. **Next, review** the Terms of Use and Accommodation Agreement.

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13. Indicate your agreement by clicking on the checkbox **I agree to the terms outlined above**. Click **Submit**.

14. 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.

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

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

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**Related FAQs**

- How can instructors/faculty approve a requested test using the DS Faculty Portal?
- How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?
- Who is responsible for determining reasonable classroom accommodations?
- How can a student view and download Class Notes?
- What are faculty responsibilities when notified of a request to test in the Disability Services (DS) Test Center?