

DETAILED GUIDE TO REQUEST & PRINT ACCOMMODATIONS

To request accommodations (already registered student):

1. Go to dss.mst.edu
2. From the home page go to the minerAccess page
3. On the minerAccess page go to "Sign in to minerAccess"
 - a. Students who are registered but have not signed in before will need to read and sign E-Forms. Usually there are only two E-forms: The DSS Policies & Testing Center Policies. *(There may be more E-Forms for students with specific accommodations.)* When you select one of these (located at the top) all E-Forms will open with page breaks/headers between them.
 - b. You will electronically sign your name at the bottom. You are only required to sign once for all E-Forms. *You are able to view these signed E-forms at any time from your dashboard under "My Accommodations" and "My E-Form Agreements"*
 - c. After the E-forms are signed it will take back to your dashboard. At the top you will see the Overview which includes Important Messages. It is important to always read these in case something written is directional.
4. Under the important messages you will see the "Select Accommodations for Your Class" box. You will select all the courses you are wanting accommodations for. If you are not wanting or needing accommodations for a certain class do not check the box next to that specific class.
5. Read the Rights and Responsibilities so that you have this information.
6. Select "Step 2 – Continue to Customize You Accommodations", this takes you to a list of all your classes and below the class information you will see a box "Select Accommodation(s) for [COURSE NO. SEC.]" this box will have check box(es) below with the accommodations you have been approved for.
 - a. NOTE "Exam Access" is an umbrella term used. When selected it will show up on the letters will all the exam accommodations you have been approved for.
 - b. To see what accommodations you have been approved for you can view them under "My Accommodations" (left hand side of your dashboard) then "My Eligibility" – this will list all accommodations you have been approved for.
7. Once you have selected all the accommodations for each class you will select "Submit Your Accommodation Requests" at the bottom.
8. We will receive notice that you have requested accommodations and within 48 hours will approve the requests.
9. You will need to log back into minerAccess frequently to see if the letters are ready to print.
 - a. When you log in and see a PDF icon your request(s) have been approved and you are now able to print your letters.
10. To print the accommodations letters you will select each course from the drop box next to the PDF icon. You will need to select and generate each PDF separately.
11. Once the letters are printed you will then deliver each letter to the proper instructor.

NOTE RE: FACULTY NOTIFICATION LETTERS:

You are welcome to save the PDF copies to your computer for your records or in the instance that you may need to print another (you may also do this by reprinting from minerAccess). HOWEVER, Disability Services is insistent that a hard copy needs to be provided to each instructor to insure provision of accommodations. There is no guarantee an instructor will provide accommodative services without a hard copy.

QUICK START GUIDE

1. Go to dss.mst.edu
2. Go to minerAccess page
3. Sign in to minerAccess
4. Sign E-forms (if required)
5. Select Classes you want accommodations for (Step 1)
6. Continue to customize accommodations (Step 2)
7. Select accommodations for each course
8. Submit your accommodation request
9. Log out

TO PRINT FACULTY NOTIFICATION LETTERS

1. Log back into minerAccess frequently to check to see if accommodation letters are approved (normally approved within 24-48 hours)

A) IF YOU DO NOT SEE PDF ICON:

1. Continue to sign back in and check within the 24-48 hour timeline
2. If after 48 hours it is still not available contact our office (573) 341-6655

B) IF A PDF ICON IS SEEN:

1. Select the course from the drop down box
2. Generate the PDF
3. Print the PDF
4. Deliver the PDF by hand to your instructor

Do the steps above for each Faculty Notification Letter

Request Changes to Accommodations/Cancel Accommodations