

ACCOMMODATION REQUEST PORTAL INSTRUCTIONS: STUDENTS

Center for Students with Disabilities

First Steps – Set your password

- When your profile is first created in the system, you will need to reset your password (you do not need to do this every semester)
- Follow the link on the front page of the Center for Students with Disabilities website
- Click on “Reset My Password” on the left side of the screen



WELCOME TO ONLINE SERVICES



THANK YOU FOR USING ONLINE SERVICES

If you are finished, please close your browser to protect privacy.

Sign In Information

Username*:

Password*:

First Steps – Set your password

- Enter your username and complete the Captcha, then click “Reset My Password”

RESET MY PASSWORD

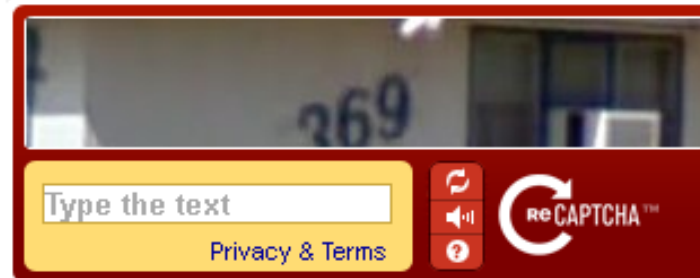
Reset Your Login Information

If you have problem login to the online services after multiple attempts, your account will be locked.

The process to reset your account is really simple:

1. Enter your username (please do not enter your email address) and click **Submit** button.
2. Check your email from the online services. If you have not received email within 10 minutes, please check your username or your profile is **In-Active**.
3. Use the temporary username and password to login to the system.

Username*:



Reset My Password

First Steps – Set your password

- If it was successfully submitted, you will see a green checkmark and the statement that the “System Update Is Successful” at the top of the page
- The page will NOT revert back to the login screen; you will need to do that by clicking on “Home”

RESET MY PASSWORD



SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

Reset Your Login Information

If you have problem login to the online services after multiple attempts, your account will be locked.

The process to reset your account is really simple:

1. Enter your username (please do not enter your email address) and click **Submit** button.
2. Check your email from the online services. If you have not received email within 10 minutes, please check your username or your profile is **In-Active**.
3. Use the temporary username and password to login to the system.

Username*:

Reset My Password

First Steps – Set your password

- IF YOU RECEIVE AN ERROR MESSAGE

- Re-enter your username, being careful about spelling, and carefully complete the Captcha
- If you still get an error message, contact your DSC. They can have the system send the password reset email, which will contain either your username or a temporary username

First Steps – Set your password

- Follow the instructions in the email, logging in with the username and password provided
- You will then be able to change your username (if desired) and your password

CHANGE MY LOGIN INFORMATION

Login Information

Note: After entering your new username and password, the system will redirect you to sign in page.

Username*:

Password:

Confirm:

PASSWORD REQUIREMENT OR SUGGESTIONS

- Minimum length of 6 characters.
- Do not use one entire piece of personally identifiable information such as your Social Security number, telephone number, or date of birth. Instead, alter or disguise it.
- Do not use more than 5 instances of a single number or letter, or easily recognized sequences (e.g., 12345 or 11111).

[Change My Login Information](#)

First Steps – Set your password

- You will then be taken back to the log in screen, where you should enter your username and password
- You will also receive a confirmation email regarding the change to your log in information