**Notifying Instructors of Accommodations**

1. Sign on to ARP (use the “ARP” square, then “Sign In to ARP”)



1. Scroll down until you see your classes (it will be below your “To Do” list, in a section titled “Select Accommodations for Your Class”)



* 1. Alternatively, you can click on “List Accommodations” on the left side

1. Select any classes for which you would like accommodations
2. Click “Step 2 – Continue to Customize Your Accommodations”



1. Your classes will be listed by their course code (e.g., “COMM 110”, “MATH 141”), and will also have information about the course below the course name



1. Select the accommodations you want for each course
2. Review and check off the “I understand…” statement for **EACH COURSE**



1. Click “Submit Your Accommodation Requests”



**Modifying Accommodation Requests**

1. Log on to ARP
2. Scroll down below your classes until you see your accommodation requests
	1. Alternatively, click on “List Accommodations” on the left side

1. Click on “Modify Request” on the right side of the class for which you want to modify your accommodations

1. Select, or de-select, your accommodations
2. Click “Update Request”