

Accommodation Request Portal (ARP)



University of Wisconsin
Whitewater

Center for Students
with Disabilities

Accommodation Request Portal

- You have a student profile with CSD which you will use to:
 - View your approved accommodations
 - Set up your accommodation notifications for your instructors
 - Complete your Alternative Testing Contracts, Alternative Media, and Alternative Testing Requests
 - Request Alternative Media book conversions
 - Set up notetaking services

How do I get there?

- CSD website: uww.edu/csd

CENTER FOR STUDENTS WITH DISABILITIES

PROSPECTIVE STUDENTS

CURRENT STUDENTS

FACULTY/STAFF

ABOUT

CONTACT



How do I get there? Part 2

- Scroll down to the tiles



[Apply »](#)



[Policies and Procedures »](#)

ARP

[Accommodation Request Portal »](#)



[Alternative Testing »](#)



[Alternative Media »](#)



[Notetakers »](#)



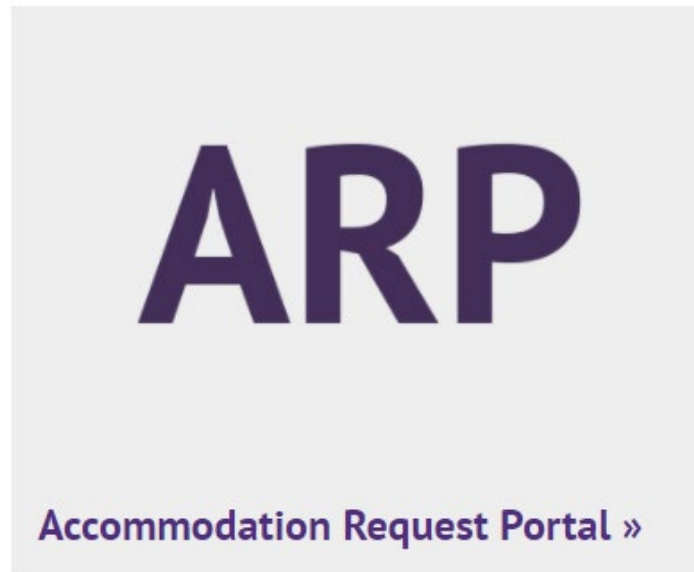
[Campus Interpreter Request »](#)



[Employment »](#)

How do I get there? Part 3

- Select the “ARP” (Accommodation Request Portal) tile

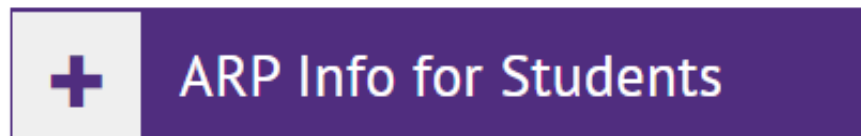


How do I get there? Part 4

- Click “Student Sign In to ARP” and enter your UWW username and password

Student Sign In to ARP »

- There are also step-by-step instructions available on this page, under “ARP Info for Students”



Bookmarking Pages:

-Mac

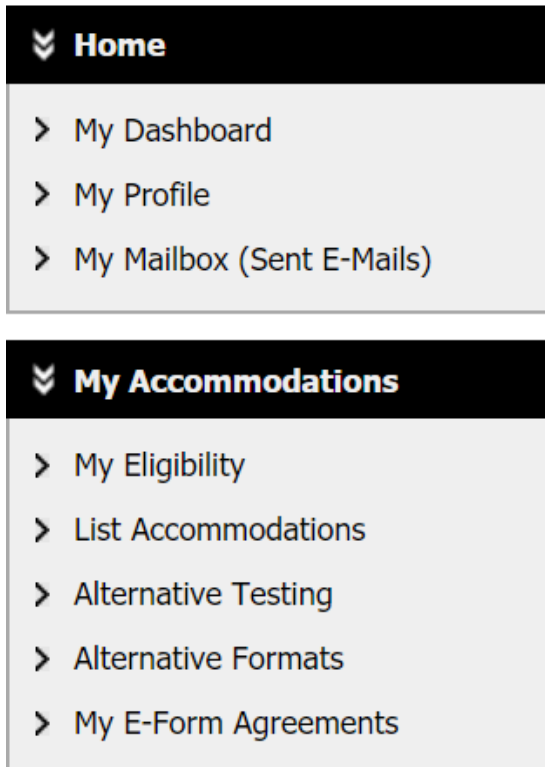
-Microsoft Edge

-Google Chrome

First Steps


- Review and sign the appropriate agreements before proceeding
 - Rights and Responsibilities
 - Alternative Testing
 - Alternative Media
 - Electronic notetaking assistance

Profile Main Page



- Left menus
 - Home:
 - My Dashboard (main page)
 - My Profile (your info)
 - My Mailbox (Sent E-Mails)(emails sent by ARP)
 - My Accommodations:
 - My Eligibility (your approved accommodations)
 - List Accommodations (your requested accommodations)
 - Other listings will depend on approved accommodations

Profile Main Page 2



Any questions or concerns?
Use the following contact
information:

**Primary Disability Services
Coordinator**
Name: **Amy DiMola**
Phone: **(262) 472 - 5207**
[Send Email](#)

Logout

Once you finish with your session,
please do not forget to **Log Out**
and **Close Your Browser**.

Log Out

- Left info
 - DSC Contact Information
 - Log Out button

Profile Main Page 3

- To-Do List (large yellow box)
 - This will help you remember your next steps in ARP
 - “No Accommodation Requests Found” = you have not scheduled any instructor notifications

OVERVIEW



IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**

- No Accommodation Requests Found**

- You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

Profile Main Page 4

- List of classes: Will show classes you're enrolled in for this semester
 - Schedule changes take 24-48 hours to show up in ARP
 - Once the instructor notification process is completed, the classes will have “Requested” in brackets & the check box will be grayed out

Step 1: Select Class(es)

☐ **Fall 2020** - COUNSED 715.02 - RESEARCH IN COUNS ED (CRN: COUNSED71502)

☐ **Fall 2020** - COUNSED 716.02 - CRISIS & TRAUMA (CRN: COUNSED71602)

☐ **Fall 2020** - COUNSED 751.01 - PROFESSIONAL PRACTICES (CRN: COUNSED75101)

Notifying Instructors

- Check off the classes in which you want accommodations
- Click Step 2 – Continue to Customize Your Accommodations

Step 1: Select Class(es)

- ☐ **Fall 2020** - COUNSED 715.02 - RESEARCH IN COUNS ED (CRN: COUNSED71502)
- ☐ **Fall 2020** - COUNSED 716.02 - CRISIS & TRAUMA (CRN: COUNSED71602)
- ☐ **Fall 2020** - COUNSED 751.01 - PROFESSIONAL PRACTICES (CRN: COUNSED75101)

Step 2 - Continue to Customize Your Accommodations

Notifying instructors Part 2

- Select the accommodations you want for each class
 - Classes will be listed in alphabetical order
 - “Alternative Testing” includes any of your testing accommodations
 - “Alternative Formats”—NEED TO CHECK in order to be able to request alternative media
 - “Electronic notetaking assistance” includes Glean
 - If using Glean, also check “laptop/tablet in class” and “provide PowerPoints/handouts ahead of time”

☐ Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for EDFNDPRC 210.51

- | | | |
|--|---|--|
| <input type="checkbox"/> Allowed to email in-class assignments | <input type="checkbox"/> Alternative Format - Text-to-Speech | <input type="checkbox"/> Alternative Testing |
| <input type="checkbox"/> Electronic Note Taking Assistance | <input type="checkbox"/> Flexible Attendance | <input type="checkbox"/> Laptop/Tablet in Class |
| <input type="checkbox"/> Preferential Seating | <input type="checkbox"/> Provide PowerPoints/Handouts Ahead of Time | <input type="checkbox"/> Step Out of Classroom as Needed |

Notifying instructors Part 3

- Check off the “I understand...” statement for EACH COURSE

☐ **I understand that by completing this Accommodation Request I am notifying the Center for Students with Disabilities to send an accommodation request to my instructors for COUNSED 715.02 - RESEARCH IN COUNS ED, for those specific accommodations which I have checked off above.** I understand that my request cannot be sent to my instructor(s) without the approval of my Disability Services Coordinator or another designated staff member of CSD. I also understand that approvals may take **3 or more business days** to process.

- Click “Submit”

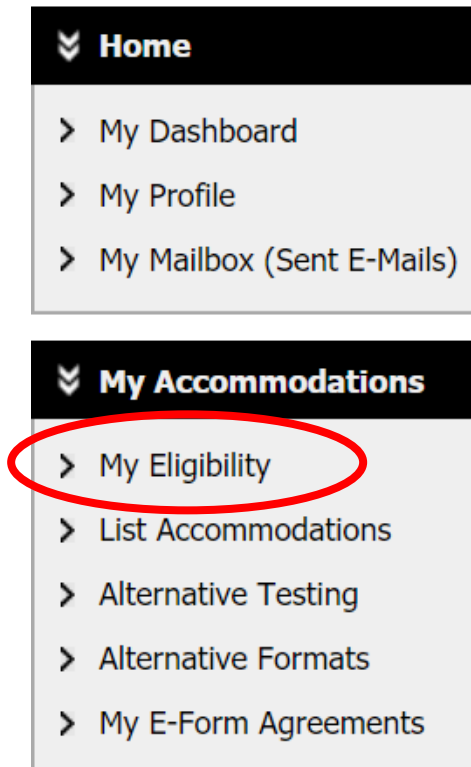
Submit Your Accommodation Requests

Notifying instructors Part 4

- After you've completed those steps, your DSC will push the request through (detailed in the "I understand..." statement)
- This sends the emails to your instructors, and gives you access to the other modules; you will not be able to complete next steps until the emails are sent

Next Steps

- On your ARP homepage, click “My Eligibility”
 - **Alternative Testing**—Attend Friday session: how to schedule tests in our office!
 - **Alternative Formats**-- Attend Friday Alternative Media session: how to request textbooks!
 - **Electronic Note-taking Assistance**—Attend Friday Glean Note-taking session: how to use Glean in the classroom!
 - **Adaptive Transportation**--Attend **Thursday** session: how to set up rides!
 - **Project ASSIST**— Attend Friday session: learn more about our tutoring program!



I need more help!!!

Have no fear!

- Written step-by-step instructions can be found on the ARP page
- Contact your DSC or the Front Desk with questions regarding ARP or accommodations!

Phone: 262-472-4711

Email: csdat@uww.edu

Office hours: Monday-Friday 8:00AM-4:30PM

Address: Andersen Library Room 2002 | 800 West Main Street



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