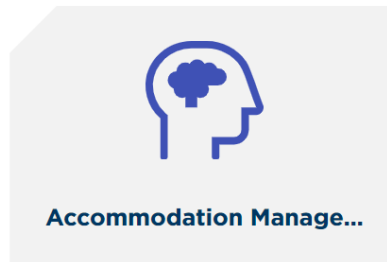
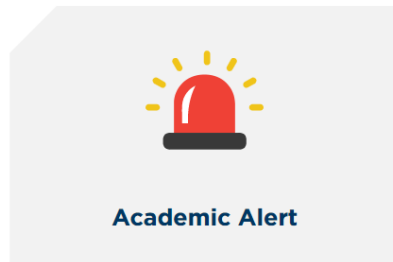


Step 1: Log into your MyClarkState Account

Step 2: Click “Additional Quick Links”

Step 3: Scroll down to, “Student Services” and click, “Accommodation Management” and you will be automatically logged in.

Student Services



Step 4: Review and sign the E Agreements, click submit at the bottom when done.

Step 5: Click the checkbox next to the classes for which you wish to receive accommodations

Step 6: Click the grey box that says, “Step 2- Continue to customize your Accommodations” You will be directed to a screen with a list of each of your selected courses and a list of all the accommodations that you are eligible to use.

Step 7: Click the checkbox next to each accommodation you wish to use for each course.

Step 8: This is the most important step. Select the checkbox next to “EMAIL this Accommodation Letter to my Instructor.” If this box is not checked, your accommodation letter will only be created within the system and will not be sent to your instructor.

EMAIL this Accommodation Letter to my Instructor. Your accommodation request is not complete until the Accommodation Letter has been submitted to your instructor. You can do this via email by clicking the box here or you can print and deliver the letter to your instructor.

This does not replace your responsibility for speaking with your instructor and/or OAS about your accommodation needs.

Failure to communicate with your instructor may result in accommodations being delayed or declined.

Remember, accommodations are not retroactive.

Step 9: **DOUBLE CHECK.** Make sure you’re requesting all the accommodations you wish to request for each class AND that the “Email this Accommodation Letter..” box is checked beneath **EACH** course.

Step 10: At the bottom click, “Submit Your Accommodation Requests”

A green check symbol should appear next to each course.