

SdRC Online Portal

***Step-by-step guide for New &
Current SdRC Students***

Student disAbility Resource Center
California State University, Dominguez Hills

Training Outline

- 1. Accessing AIM (New & Current students)
 - Mycsudh.edu
 - SdRC Website (link)
 - 2. How to Apply & Submit documentation (New students)
 - 3. How to Request Accommodations (Current students)
-

Accessing Online Portal-New & Current Students

- 1. Access via my.csudh.edu
Portal- Quick Links

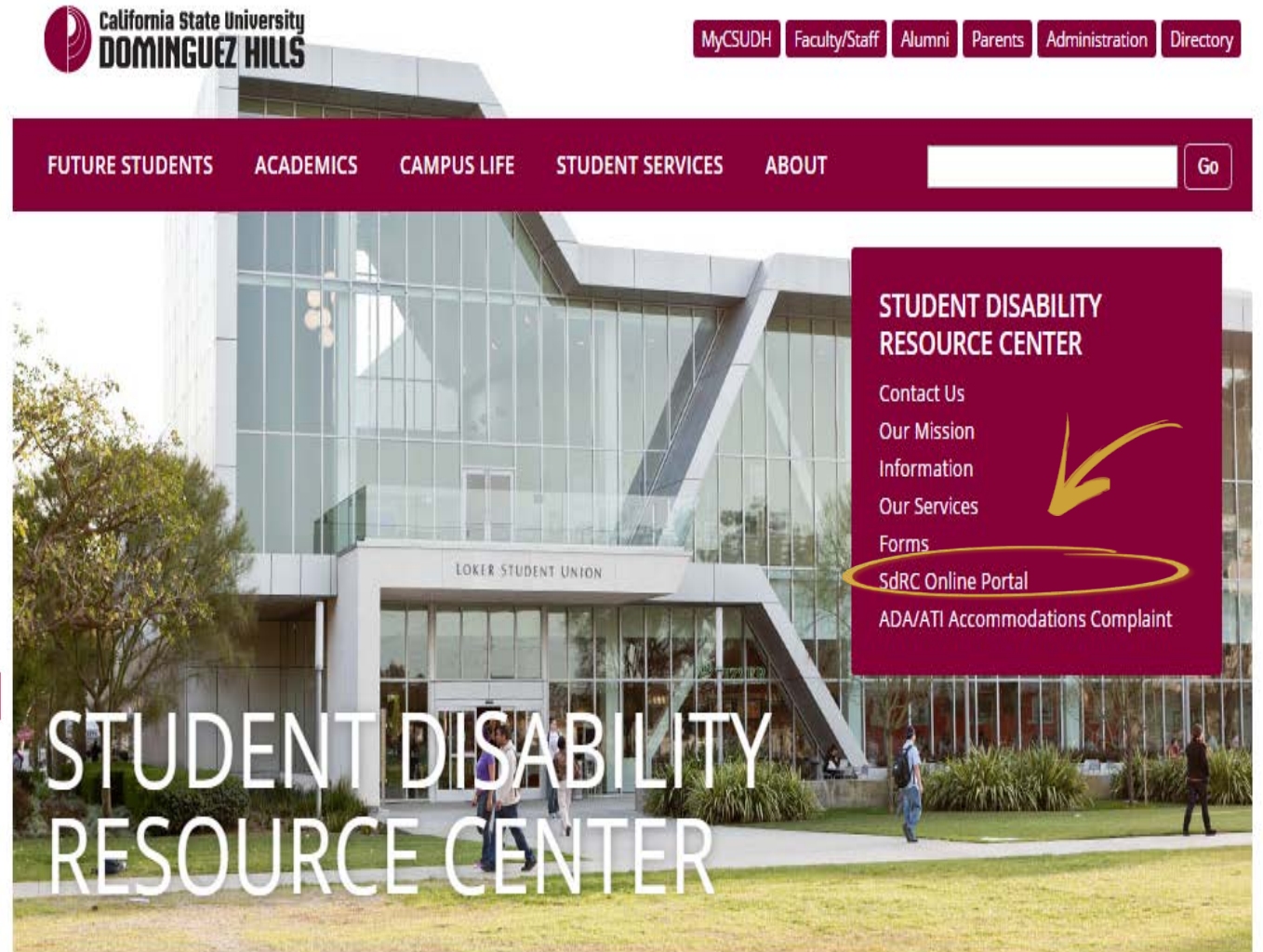

The screenshot shows the MyCSUDH portal interface. At the top, there is a search bar and links for 'Home' and 'Sign out'. Below the search bar, a 'Welcome' message is partially visible. A dark red navigation bar contains the word 'EMPLOYEES' in yellow. On the left side, there is a vertical menu with icons and labels for 'My Personal Info', 'My Payroll / Benefits', and 'Recruitment Team'. Below this is a 'LAUNCHPAD' section with a grid of icons for 'Outlook Web Mail', 'HR/SA PRD', 'Software', 'EAB - SSC Dashboard', 'lynda.com', 'Skillsoft Skillport', and 'ToroLink'. The main content area features a large image of students walking, followed by an 'EMPLOYEE ANNOUNCEMENTS' section with a welcome message and a link to 'View All Articles and Sections'. On the right side, there is a 'SYSTEM NOTICES' section with 'System Status', 'Skillport Maintenance', and 'Student & Faculty Center Maintenance' notices. Below that is a 'MY QUICKLINKS' section with a 'Manage My QuickLinks' button and a 'SdRC Online Portal' button, both of which are circled in red.

Accessing Online Portal (cont.)

- 2. Access via SdRC Website:

<http://www4.csudh.edu/sdrc/>

OUR SERVICES We provide assistance with parking, priority registration, testing accommodation, writer services for exams, reader services for exams, alternative format text books, interpreting services and more. We also work with disabled students to help them develop strategies for managing their time, increasing their independence, and making the most of their university experience.	FORMS Download commonly used forms and requests including the application for Student disAbility Resource Center, disability verification forms, request for test accommodations, and request for waiver of parking fee.
CONTACT US Contact our staff with any questions, requests or concerns, or visit our office located in Welch Hall D-180.	OUR MISSION Read our mission, learn about our goals, and understand how we define disability.
	SDRC ONLINE PORTAL SdRC Online Portal



California State University
DOMINGUEZ HILLS

MyCSUDH Faculty/Staff Alumni Parents Administration Directory

FUTURE STUDENTS ACADEMICS CAMPUS LIFE STUDENT SERVICES ABOUT

STUDENT DISABILITY RESOURCE CENTER

- Contact Us
- Our Mission
- Information
- Our Services
- Forms
- SdRC Online Portal**
- ADA/ATI Accommodations Complaint

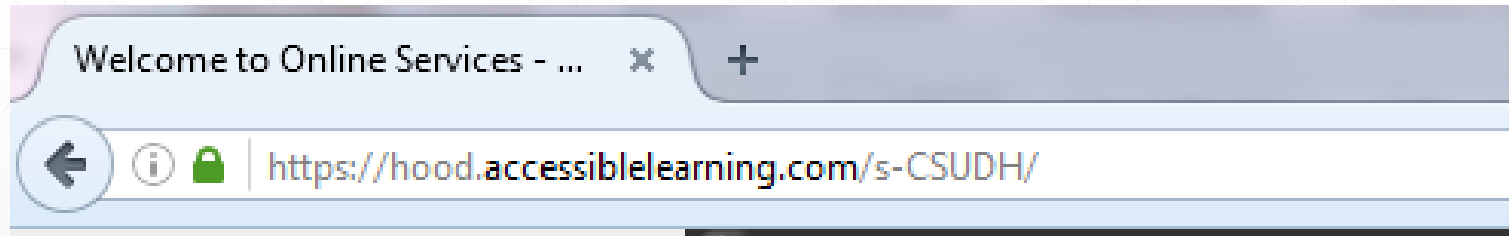
LOKER STUDENT UNION

STUDENT DISABILITY RESOURCE CENTER

Accessing Online Portal (cont.)

3. Access online portal directly with below link:

- <https://hood.accessiblelearning.com/s-CSUDH/>



SdRC Online Portal (New & Current students)




Home


Home >> **Welcome to Online Services**

- Home
 - Online Services Home
 - Unlocking My Account


WELCOME TO ONLINE SERVICES



Sign In
Registered Students with Disabilities
or Employees Working for SDRC



New Student Application
New Student Registration to
Receive Accommodation



NEED HELP?

Student disAbility Resource Center
1000 E. Victoria St.
Carson, CA 90747
Phone: (310) 243-3660 (Voice)
Email: dss@csudh.edu

NEED HELP?	STUDENT DISABILITY RESOURCE CENTER		
Access Tutorials	California State University Dominguez Hills	Website: http://www.csudh.edu/sdrc	Phone: (310) 243 - 3660
Contact Our Office	1000 East Victoria Street WHD 180	Email Us: dss@csudh.edu	Fax: (310) 516 - 4247
Read Disclaimer	Carson, CA 90747		

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SdRC Online Portal (New & Current SdRC students)



MyCSUDH Faculty

ADMISSIONS

ACADEMICS

CAMPUS LIFE

STUDENT SERVICES

ABOUT

CSUDH AUTHENTICATION SERVICE

Login to Accessible Information Management, LLC

Username:

Password:

Login

SdRC Online Portal (New students)



Home

Home >> Welcome to Online Services

Home

- > Online Services Home
- > Unlocking My Account

WELCOME TO ONLINE SERVICES



Sign In

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New Student Application

New Student Registration to
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[Access Tutorials](#)
[Contact Our Office](#)
[Read Disclaimer](#)

STUDENT DISABILITY RESOURCE CENTER

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Inside Portal- New students





Home

Home >> **Online Student Application**

Home

- > Online Services Home
- > Unlocking My Account

ONLINE STUDENT APPLICATION

2 Easy Steps to Register  Step 1: Fill in Application  Step 2: Submit Documentation

Personal Information

Start Term*:
Note: Select when you would like to start your services.

Expected Graduation Term:
Note: Select when you plan to graduate.

First Name*:

Last Name*:

Middle Name:

Optional: Preferred Name:

Student ID*:
Hint: Enter 9 alpha numeric characters.

Birth Date:
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Inside Portal- New students

- Once all required Fields are completed, click 'Submit Application'

[Empty text field]

3. List any medications you take and the dosage, if any:

[Empty text field]

4. List your treating professional (Physician or Psychologist) information

[Empty text field]

5. Please write a brief statement tellings us about your personal, academic, and career goals and how CSUDH contributes to the achievement of your goals.

[Empty text field]

Submit Application

HELP?

Access Tutorials
Contact Our Office
Privacy Policy
Disclaimer

STUDENT DISABILITY RESOURCE CENTER

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1000 East Victoria Street WHD 180
Carson, CA 90747

Website: <http://www.csudh.edu/sdrc>
Email Us: dss@csudh.edu

Phone: (310) 243 - 3660
Fax: (310) 516 - 4247

Inside Portal- New students

- Once you have submitted the application, you will be directed to the 'Submitting Documentation' screen with a notification that your application was submitted successfully.


- If you are ready to upload your documentation, enter the information requested and select, 'Upload Documentation'.
- If you do not have your documentation ready to be uploaded, select, 'Upload Documentation Later'.
- Our verification form is available on our website for your physician/doctor to fill out if they choose to use our form.

California State University
DOMINGUEZ HILLS

Home

Home >> Submitting Documentation

SUBMITTING DOCUMENTATION

 **APPLICATION SUBMITTED**

System has successfully processed your request and will be reviewed by the staff. If you have not received email confirmation regarding your application, please contact our office.

You can also have your doctor/physician fill out our disability verification form. You can go to the link below and print out the form:
<http://www4.csudh.edu/Assets/CSUDH-Sites/SDRC/docs/2016%20Disability%20Verification%20form.pdf>

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: [Acceptable File Types](#).

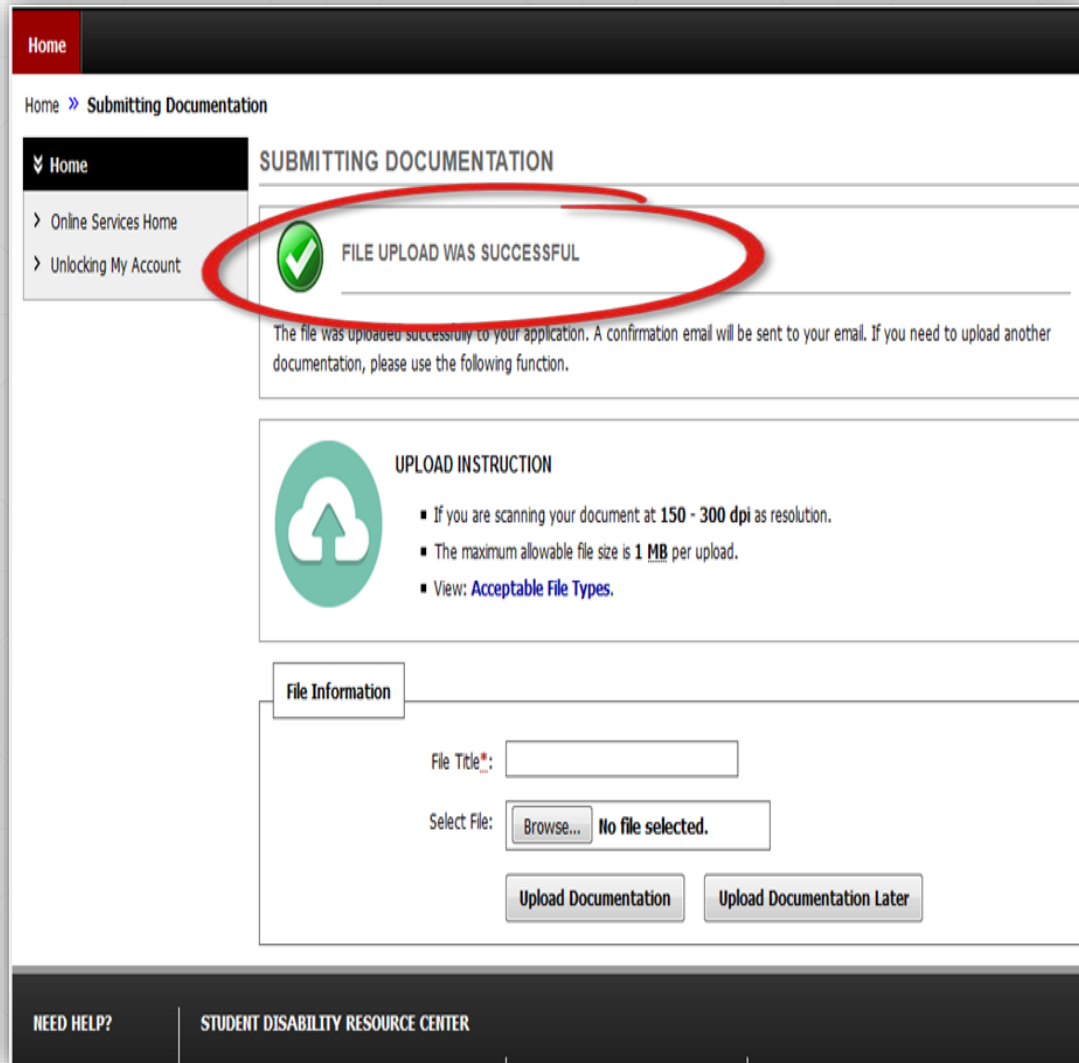
File Information

File Title*:

Select File: **No file selected.**

Inside Portal- New students

- If you selected to upload your documentation, you will receive a notification that it was successful. If you selected 'Upload Documentation Later,' you will be redirected to the SdRC Online Services home page.




Home

Home >> Submitting Documentation

Home


- > Online Services Home
- > Unlocking My Account

SUBMITTING DOCUMENTATION

 **FILE UPLOAD WAS SUCCESSFUL**

The file was uploaded successfully to your application. A confirmation email will be sent to your email. If you need to upload another documentation, please use the following function.

UPLOAD INSTRUCTION



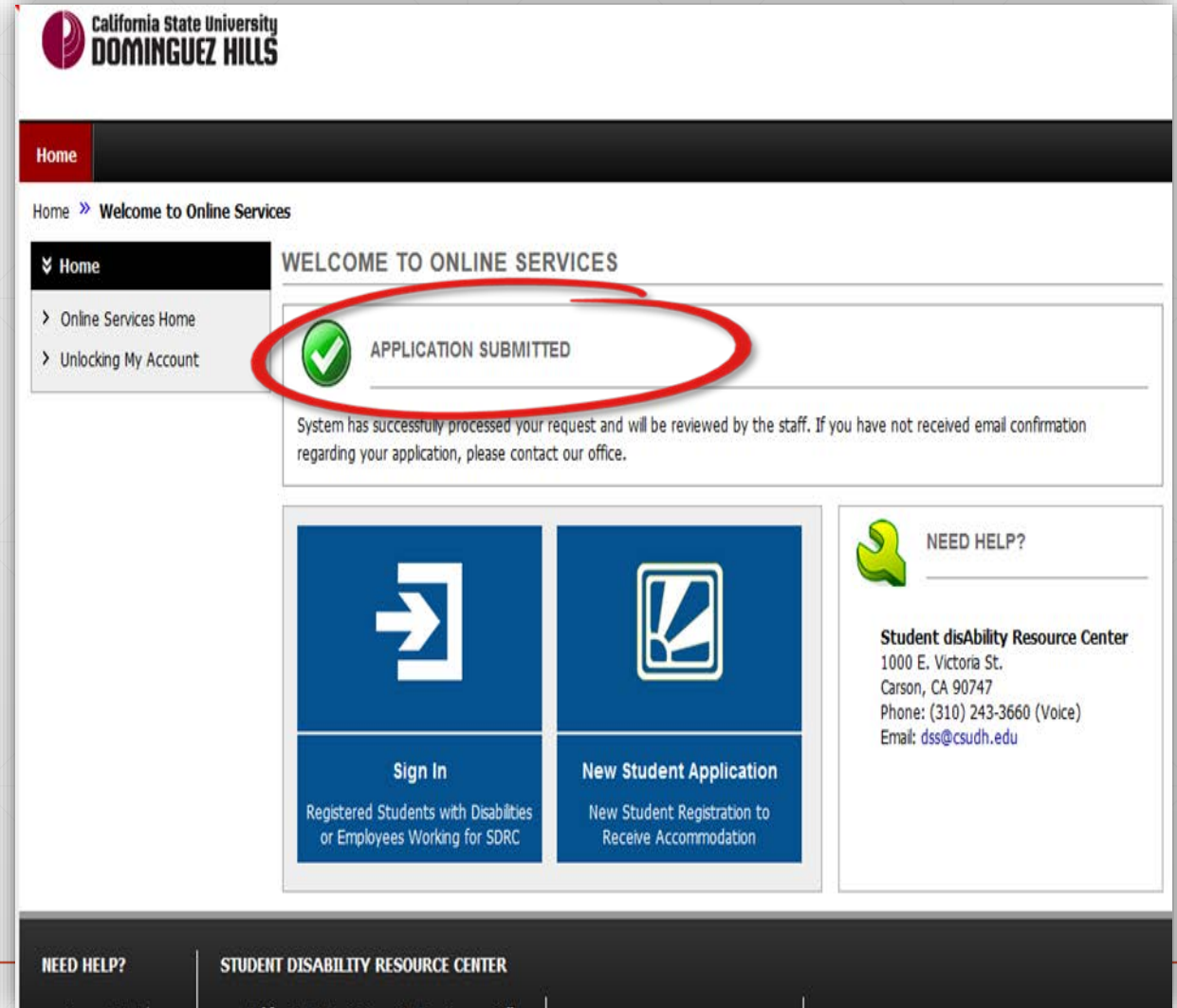
- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: [Acceptable File Types](#).

File Information

File Title*:

Select File: **No file selected.**

NEED HELP? STUDENT DISABILITY RESOURCE CENTER



California State University
DOMINGUEZ HILLS


Home

Home >> Welcome to Online Services


Home


- > Online Services Home
- > Unlocking My Account


WELCOME TO ONLINE SERVICES

 **APPLICATION SUBMITTED**

System has successfully processed your request and will be reviewed by the staff. If you have not received email confirmation regarding your application, please contact our office.


Sign In
Registered Students with Disabilities
or Employees Working for SDRC


New Student Application
New Student Registration to
Receive Accommodation

 **NEED HELP?**


Student disAbility Resource Center
1000 E. Victoria St.
Carson, CA 90747
Phone: (310) 243-3660 (Voice)
Email: dss@csudh.edu

NEED HELP? STUDENT DISABILITY RESOURCE CENTER

Inside Portal- New students

- You will also receive an email from SdRC, confirming that we have received your online application, and documentation if applicable.
- Once SdRC has reviewed your complete application packet (**application form and documentation**), you will be emailed to schedule an Intake (Orientation) appointment. Make sure to check your Toro email!

Wed 11/2/2016 10:51 AM

 Accessible Information Management <noreply@hood.accessiblelearning.com> on behalf of dss@csudh.edu
[SdRC] Student Application Accepted

To: mp@gmail.com

Cc: Student Disability Resource Center

[Bing Maps](#) [Action Items](#)

This is the top part of the "Student Application Accepted" email.

Name: Student testingf

Your application was successfully submitted on Wednesday, November 02, 2016 at 10:51:10 AM.

In case you need to contact us about the status of your application, please provide us with this code: A43253675675076

If you have not submitted your documentation, please use the following link: [Upload Documentation](#).

Body End

Student disAbility Resource Center
1000 E. Victoria St.
Carson, CA 90747
Phone: (310) 243-3660 (Voice)
Email: dss@csudh.edu

This email was copied to:

- mp@gmail.com
- dss@csudh.edu

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be privileged information. If you are not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sender that you have received this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure may be a violation of FERPA. Do not forward or copy this message.

SdRC Online Portal (Current SdRC students)




Home

Home >> Welcome to Online Services


Home

- > Online Services Home
- > Unlocking My Account


WELCOME TO ONLINE SERVICES



Sign In
Registered Students with Disabilities
or Employees Working for SDRC



New Student Application
New Student Registration to
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NEED HELP?

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Email: dss@csudh.edu

NEED HELP?

- Access Tutorials
- Contact Our Office
- Read Disclaimer

STUDENT DISABILITY RESOURCE CENTER

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- Mysudh portal
- SdRC Website

SdRC Online Portal (New & Current students)



MyCSUDH Faculty

ADMISSIONS

ACADEMICS

CAMPUS LIFE

STUDENT SERVICES

ABOUT

CSUDH AUTHENTICATION SERVICE

Login to Accessible Information Management, LLC

Username:

Password:

Login

Inside Portal- Current students

Requesting accommodations: (No more submitting class schedules 😊)

1. Select classes you'd like to receive your accommodations

2. Click 'Continue to Customize Your accommodations.'

Welcome [Name] My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

California State University
DOMINGUEZ HILLS

My Dashboard

Home >> My Dashboard >> List Accommodation Requests

SMS (Text Messaging)
Status: **In-Active**
Update Preference

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Disability Documentation Verification
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Agreements with Instructors

Any questions or concerns?
Use the following contact information:
Phone: (310) 243 - 3660
Send an Email

Logout

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

LIST ACCOMMODATION REQUESTS

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student disAbility Resource Center.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Fall 2016 - SOC 305.01 - METHODS OF SOC RESEARCH (CRN: 40598)
- Fall 2016 - SOC 305.02 - METHODS OF SOC RESEARCH (CRN: 40599)
- Fall 2016 - SOC 321.02 - SOCIOLOGY OF EDUCATION (CRN: 40625)
- Fall 2016 - SOC 383.02 - BLK COMTS:CLASS/STAT/POWER (CRN: 40845)
- Fall 2016 - SOC 384.01 - COMMUNITY ORGANIZING (CRN: 40846)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR FALL 2016

Refine Search Result: Search All

Inside Portal- Current students



You can customize your accommodations depending on your courses, if you choose.

My Dashboard

Home >> My Dashboard >> Overview

SMS (Text Messaging)

Status: **In-Active**

[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Disability Documentation Verification
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Agreements with Instructors

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

SOC 305.01 - Methods Of Soc Research (CRN: 40598)

Instructor(s): **Maria F Gritsch**

Days and Time(s): **MW at 01:00 PM - 02:15 PM**

Date Range(s): **08/20/2016 - 12/19/2016**

Location(s): **SBS A204 (Campus: MAIN)**

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

Select Accommodation(s) for SOC 305.01

Alternative Testing JAWS

SOC 305.02 - Methods Of Soc Research (CRN: 40599)

Instructor(s): **Maria F Gritsch**

Days and Time(s): **MW at 02:30 PM - 03:20 PM**

Date Range(s): **08/20/2016 - 12/19/2016**

Location(s): **SBS A210 (Campus: MAIN)**

Any questions or concerns? Use the following contact

Inside Portal- Current students

When you are done, choosing your accommodations for each class, click 'Submit Your Accommodation Requests'.

SdRC will receive you a notification you have requested. Once we approve, your Faculty Notification Letters (**accommodation**) will be emailed to your professors.

Select Accommodation(s) for SOC 383.02

Alternative Testing JAWS

SOC 384.01 - Community Organizing (CRN: 40846)

Instructor(s): **Esther Castillo**
Days and Time(s): **TR at 04:00 PM - 05:15 PM**
Date Range(s): **08/20/2016 - 12/19/2016**
Location(s): **SBS B101 (Campus: MAIN)**

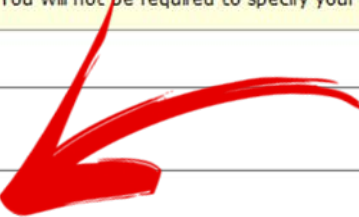
Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for SOC 384.01

Alternative Testing JAWS

Questions? Contact Us!
Please contact our office if you have any questions or concerns.

Student disAbility Resource Center
1000 E. Victoria St.
Carson, CA 90747
Phone: (310) 243-3660 (Voice)
Email: dss@csudh.edu



Inside Portal- Current students



You can also print faculty notification letters if you prefer to hand them a physical copy.

If you requested or modified in the system, a system update is successful notice will display at the top of screen.

The screenshot shows the 'My Dashboard' page with the following elements:

- Navigation:** Home >> My Dashboard >> Overview
- Left Sidebar:**
 - Login as User Feature:** Back to My Profile
 - SMS (Text Messaging):** Status: In-Active, Update Preference
 - Home:** My Dashboard, My Profile, SMS (Text Messaging), Equipment Checked Out, Disability Documentation Verification, My Mailbox (Sent E-Mails)
 - My Accommodations:** My Eligibility, List Accommodations, Alternative Testing, Alternative Formats, Communication Access, Agreements with Instructors
 - Contact:** Any questions or concerns? Use the following contact information: Phone: (310) 243 - 3660
- Main Content Area:**
 - OVERVIEW:** PRINTING FACULTY NOTIFICATION LETTER IN PDF (highlighted with a red arrow). Includes a PDF icon, a note about 10-second generation time, an important note about faculty notifications, a class selection dropdown (POL 101.1 - The foundation of Politics), and a Generate PDF button.
 - SYSTEM UPDATE IS SUCCESSFUL:** A green checkmark icon and the text 'System has successfully processed your request.' (circled in red).
 - Need Help?:** Information about course listing delays and contact details for the Student disAbility Resource Center (1000 E. Victoria St., Carson, CA 90747, Phone: (310) 243-3660, Email: dss@csudh.edu).
 - LIST ACCOMMODATIONS FOR FALL 2016:** Refine Search Result: Search All, Refine Search

Inside Portal- Current students

LIST ACCOMMODATIONS FOR FALL 2016

Refine Search Result:

Previous Term

Term: Fall 2016

Next Term

POL 101.1 - The Foundation Of Politics (CRN: 12345)

[Modify Request](#) [Cancel Request](#)

Instructor(s): **Mace Porotesano**
Days and Time(s): **MWF at 12:00 PM - 02:10 PM**
Date Range(s): **08/24/2016 - 12/16/2016**
Location(s): **Not Specified**

Request Status



Approved

First Entered by: Mace Porotesano
First Entered on: **10/28/2016 at 11:06 AM**
Last Updated by: Mace Porotesano
Last Updated on: **11/01/2016 at 10:20 AM**

Notification Letter

Status: **Emailed**
Last Emailed: **11/01/2016 at 10:20 AM**
Last Printed: **Not Specified**
Last Read by Instructor: **Not Specified**

List Accommodation(s) Selected for POL 101.1

- Alternative Media
- Alternative Testing
- Braille
- Dragon Software
- E-Text
- Interpreter Services
- JAWS
- Notetaking Services

Other Information

- [View Complete Request History](#)

Inside Portal- Current students

uss@csuhood.edu via hood.accessiblelearning.com

to mporotesano, me

NOV 1 (0 days ago)

Fall 2016 - POL 101.1 - THE FOUNDATION OF POLITICS (CRN: 12345)

Based on student requests, Student disAbility Resource Center (SdRC) provides a notification letter regarding a student with disabilities is enrolled in the course noted above.

Please read carefully the information pertaining to specific accommodations for the student listed below.

Important Notice: The information in this letter is strictly confidential!

Toro Dominguez is registered with the Student disAbility Resource Center and has been approved for the accommodations listed below:

The purpose of providing accommodations is to ensure that the student has an equal opportunity in the class. In accordance with the provisions of applicable law, this policy is intended to ensure that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in the services, programs, or activities of the CSU and its campuses. The CSU will provide appropriate accommodations and support services and make reasonable modifications in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless it is demonstrated that providing such accommodations, services, or modifications would result in a fundamental alteration in the nature of the service, program, or activity or would create undue financial or administrative burdens. If you have questions regarding issues of requirement or hardship, please contact the Director of SdRC at [310-243-3660](tel:310-243-3660).

It is the student's responsibility to contact you to discuss accommodations. Please respect the student's right to confidentiality and limit your discussion of student's disability or accommodations to private conversations with him/her. It is the student's decision whether to share specifics about their disability.

Specific accommodations the student is eligible to receive:

1. Alternative Formats

- Braille
- E-Text
- JAWS

2. Alternative Testing

- Calculator (4-Function)
- Extra Time 2.00x
- **Individual Room**
Private room away from other students with no significant visual or auditory distractions.
- **Word Processor**
Use of a computer (wordpad) for exams and quizzes that contain short answer or essay questions.

Before the student is able to request to take an exam in the SdRC, the Instructor is required to complete the Test Administration Agreement by using the following <https://hood.accessiblelearning.com/CSUDH/ContractInstructor.aspx?ID=360&CID=78167&Key=n6jrRoT0>. This will enable SdRC to administer the exam per the Instructor's specifications.

-Faculty
Notification
Email

-Testing
Alternative
Agreement



Upcoming Tutorials and Training

- Request appointment via email (dss@csudh.edu) or call office 310-243-3660

COMING UP NEXT:

- Training January 12 th, 2017: Schedule Exams, Modifying Requests, Alternative Testing Contracts, Alternative Media etc.
 - Online Video Tutorials and documents are [here!](#)
 - Check Toromail and SdRC website for updates!
-

Questions?
**Let us know how we can
help!**

dss@csudh.edu
(310)243-3660
