SdRC Online Portal

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

Student disAbility Resource Center
California State University, Dominguez Hills

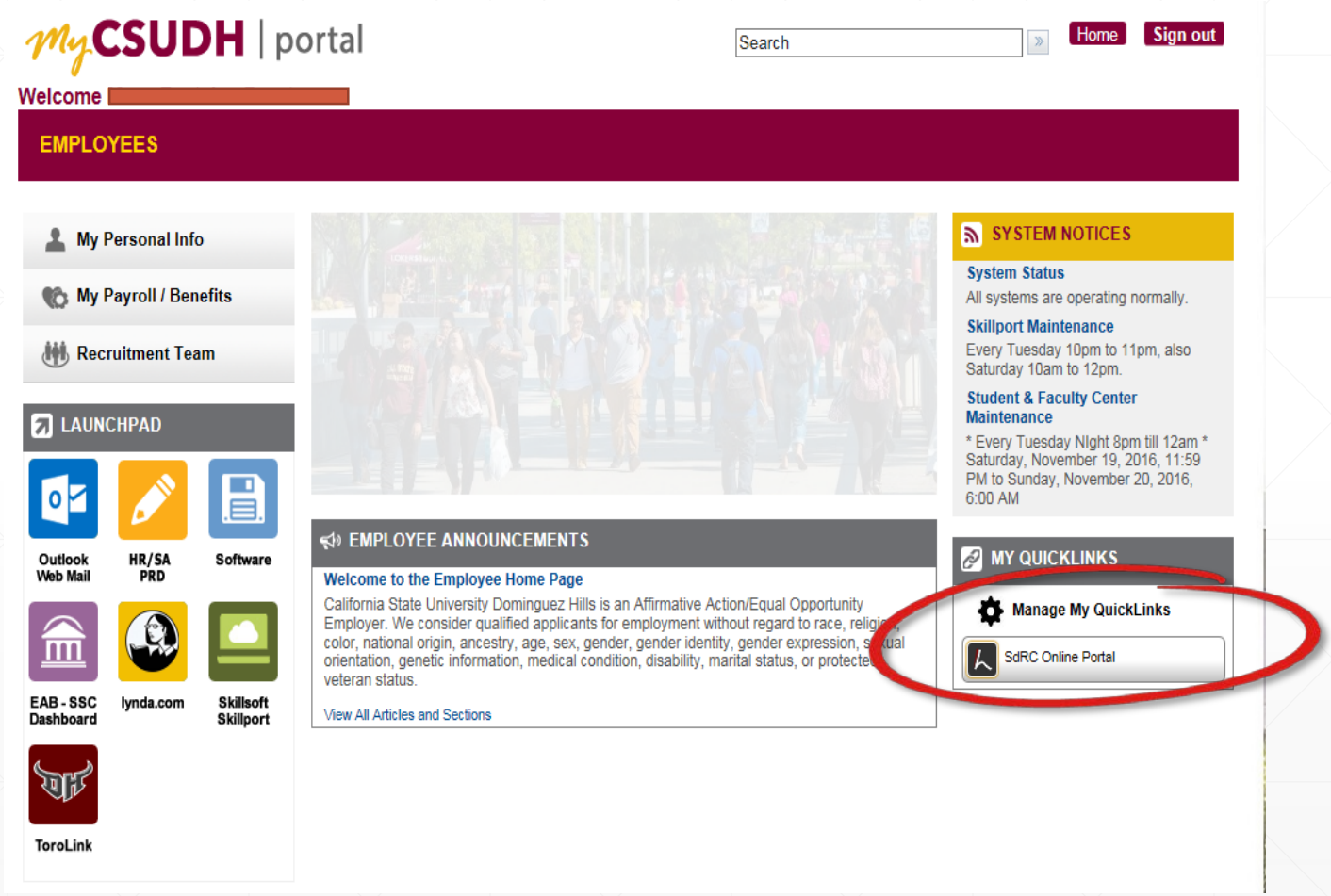
Training Outline

- 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

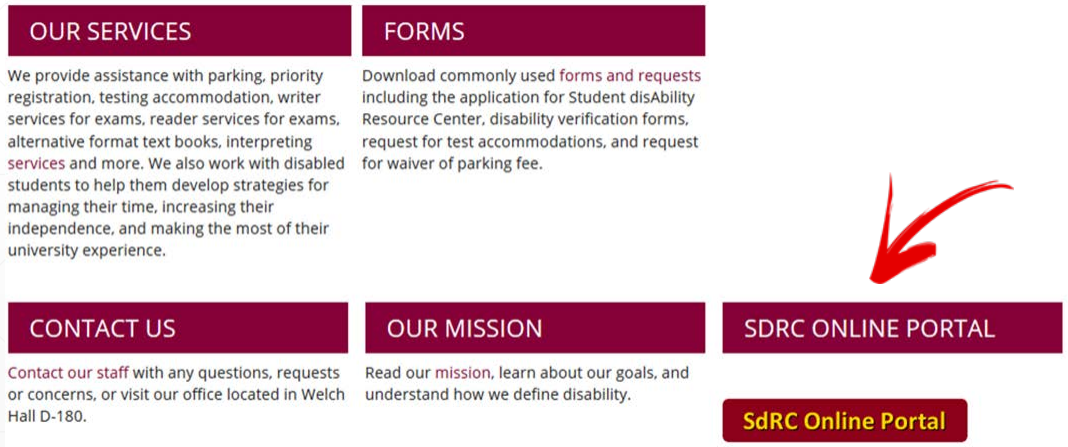
  Portal- Quick Links

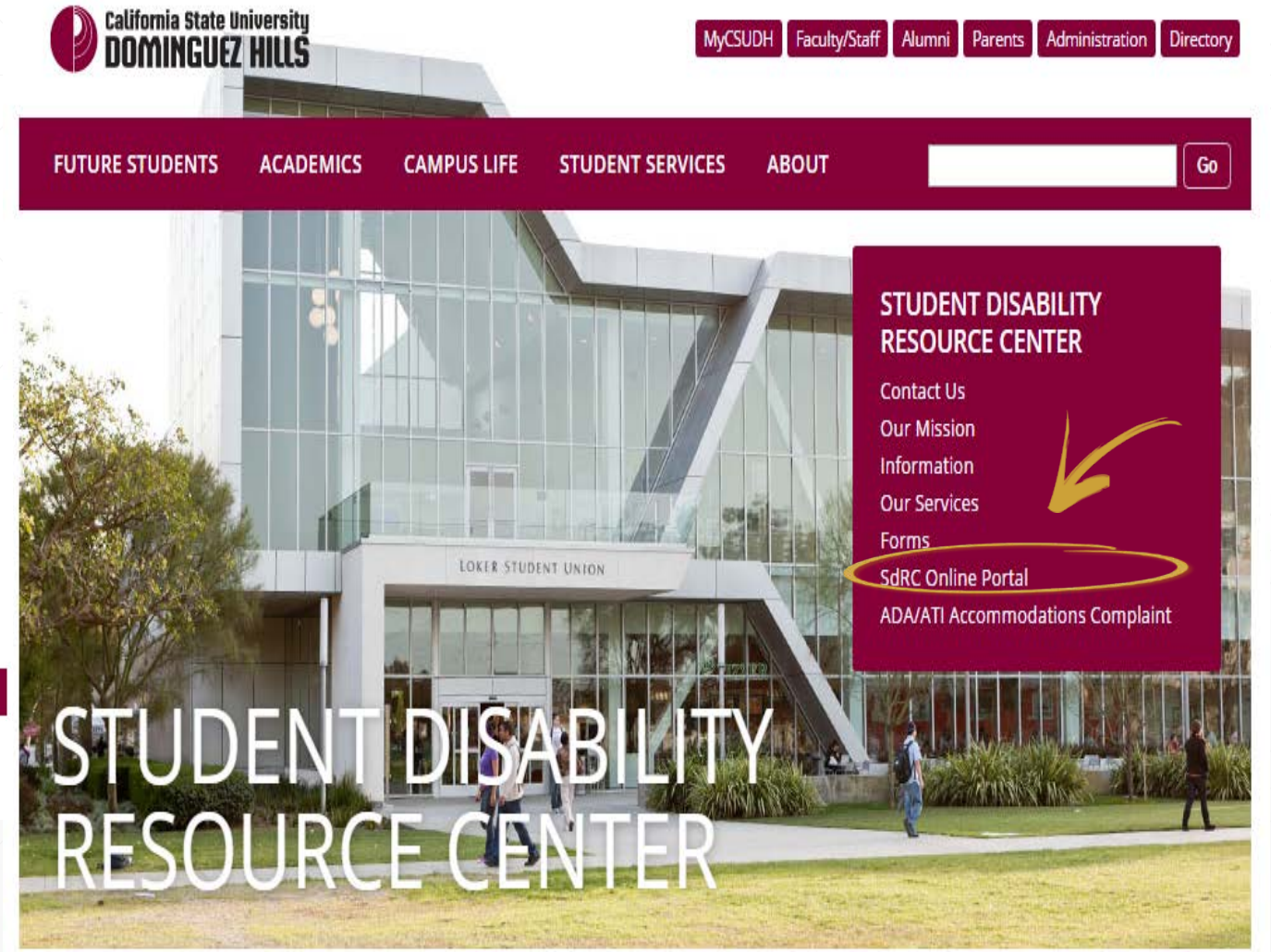


Accessing Online Portal (cont.)

- 2. Access via SdRC Website:

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

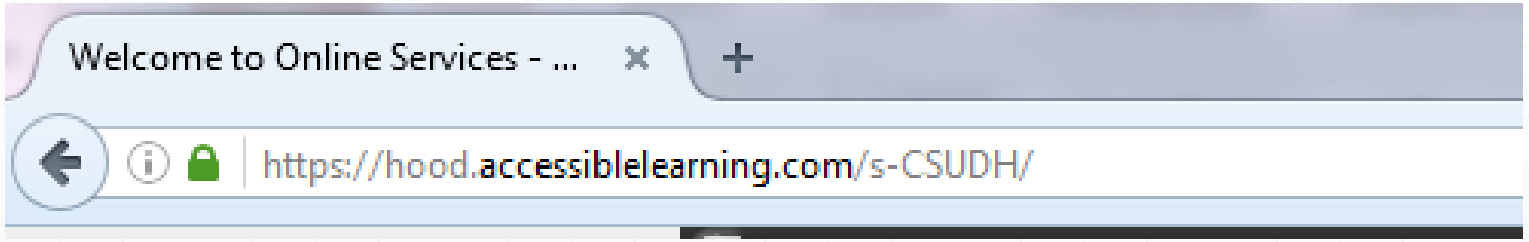




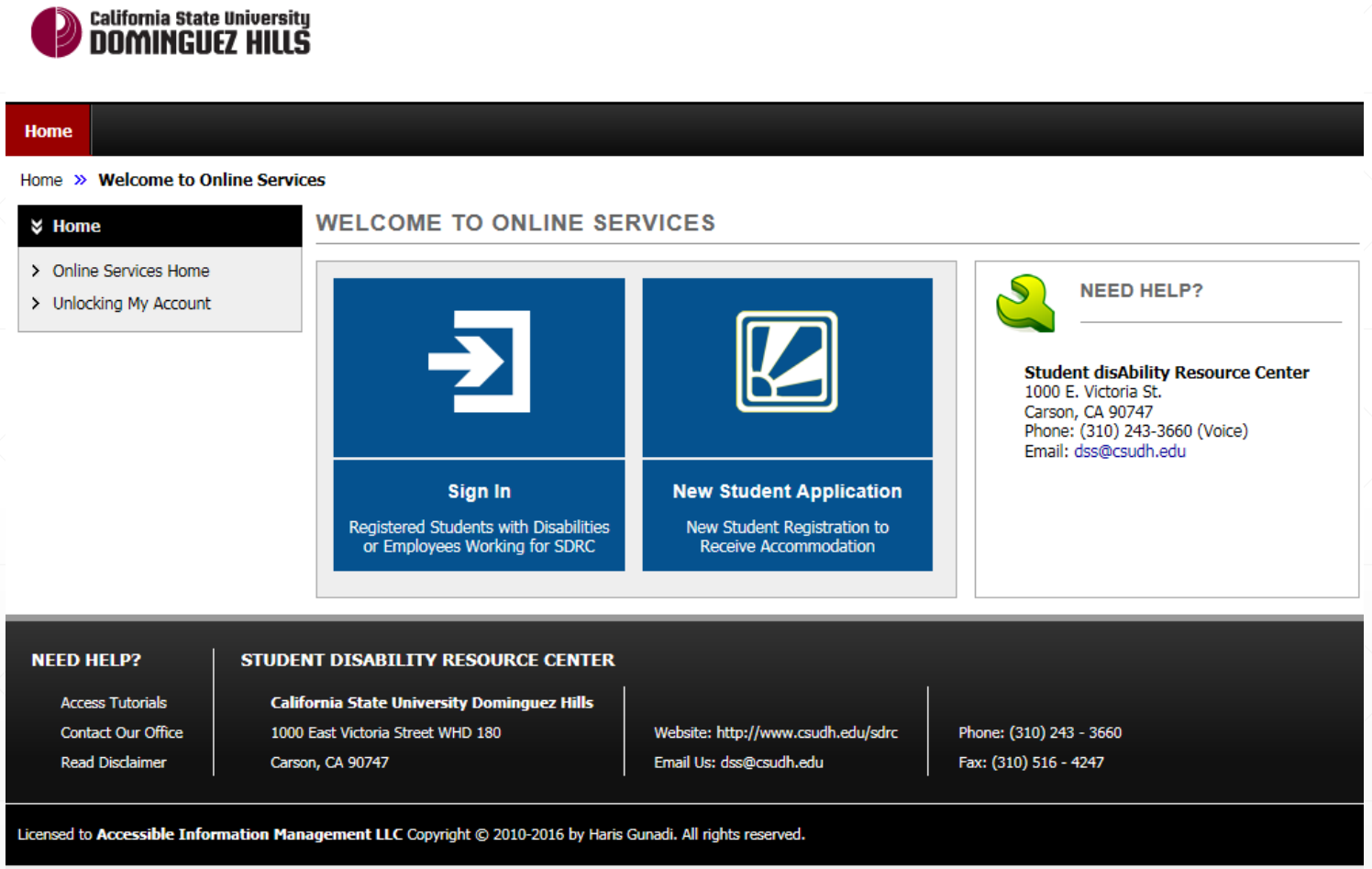
Accessing Online Portal (cont.)

3. Access online portal directly with below link:

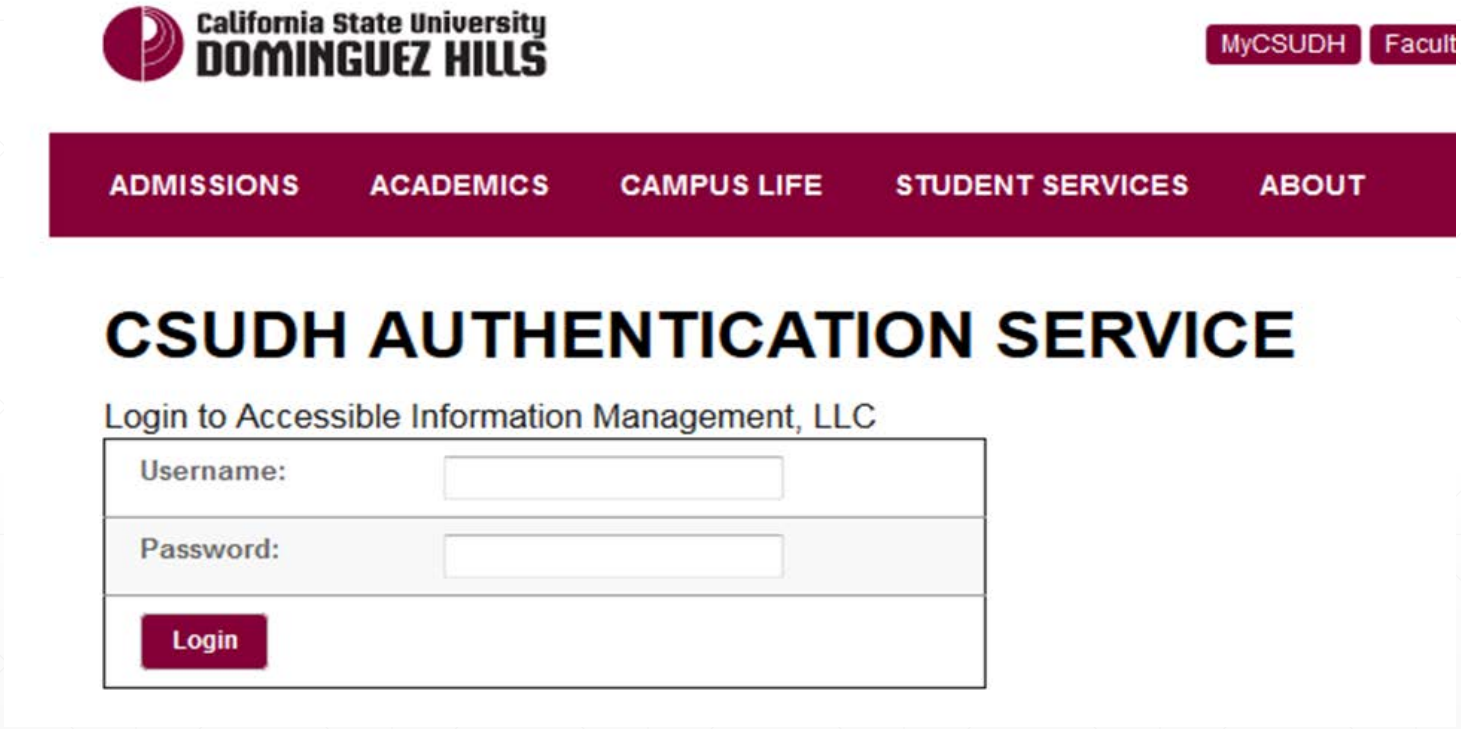
- https://hood.accessiblelearning.com/s-CSUDH/



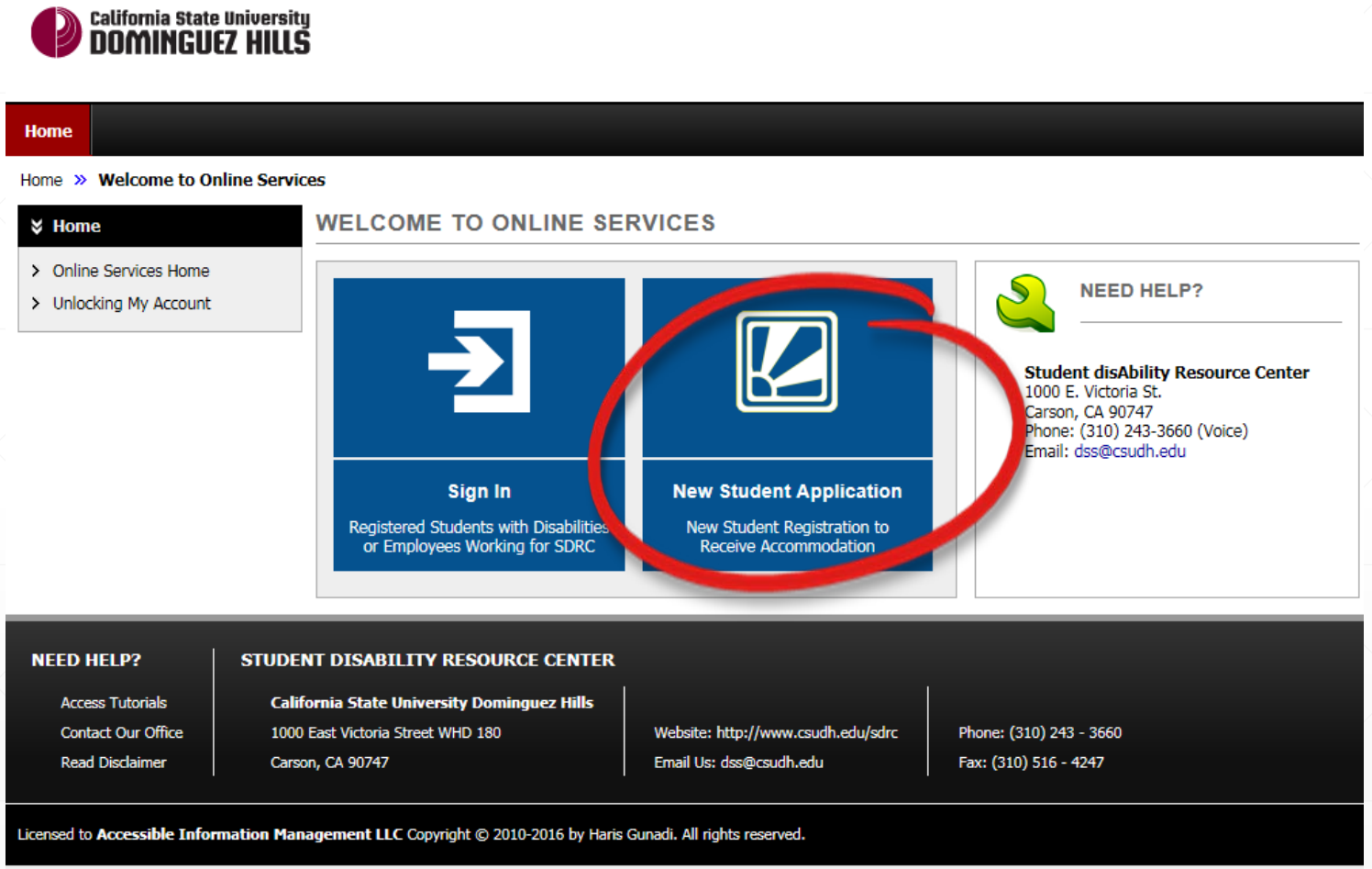
SdRC Online Portal (New & Current students)



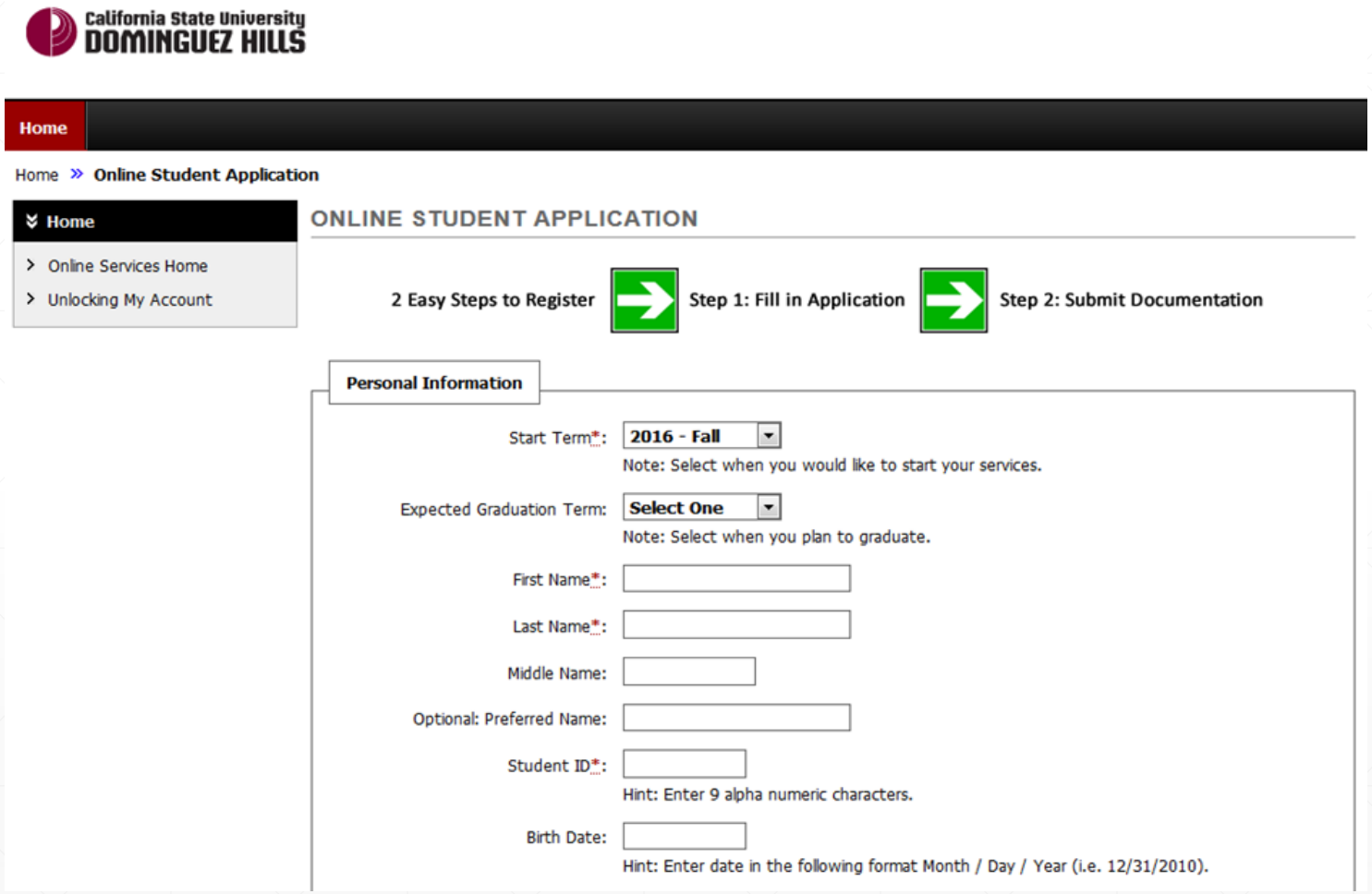
SdRC Online Portal (New & Current SdRC students)



SdRC Online Portal (New students)

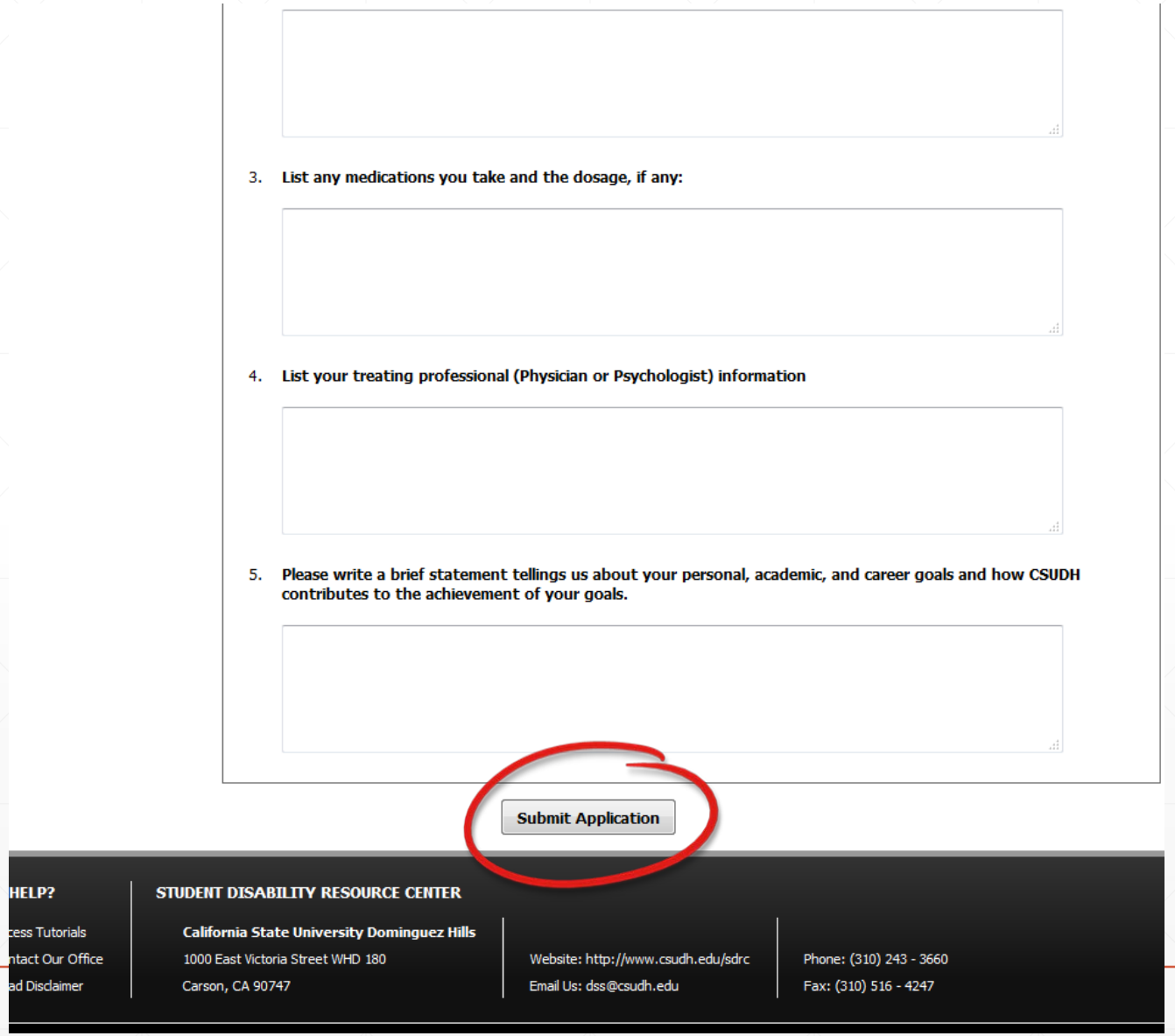


Inside Portal- New students



Inside Portal- New students

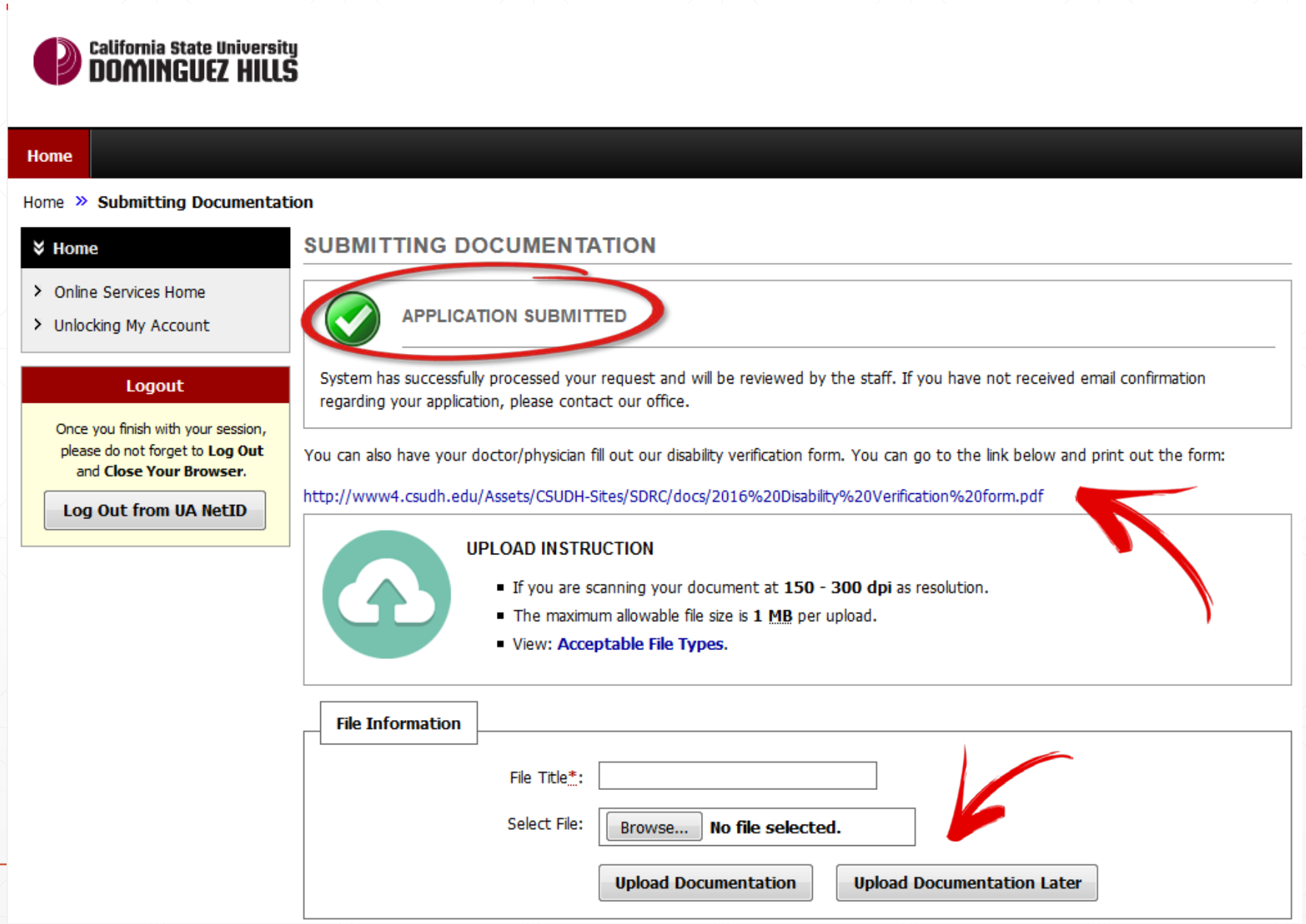
- Once all required Fields are completed, click ‘Submit Application’



Inside Portal- New students

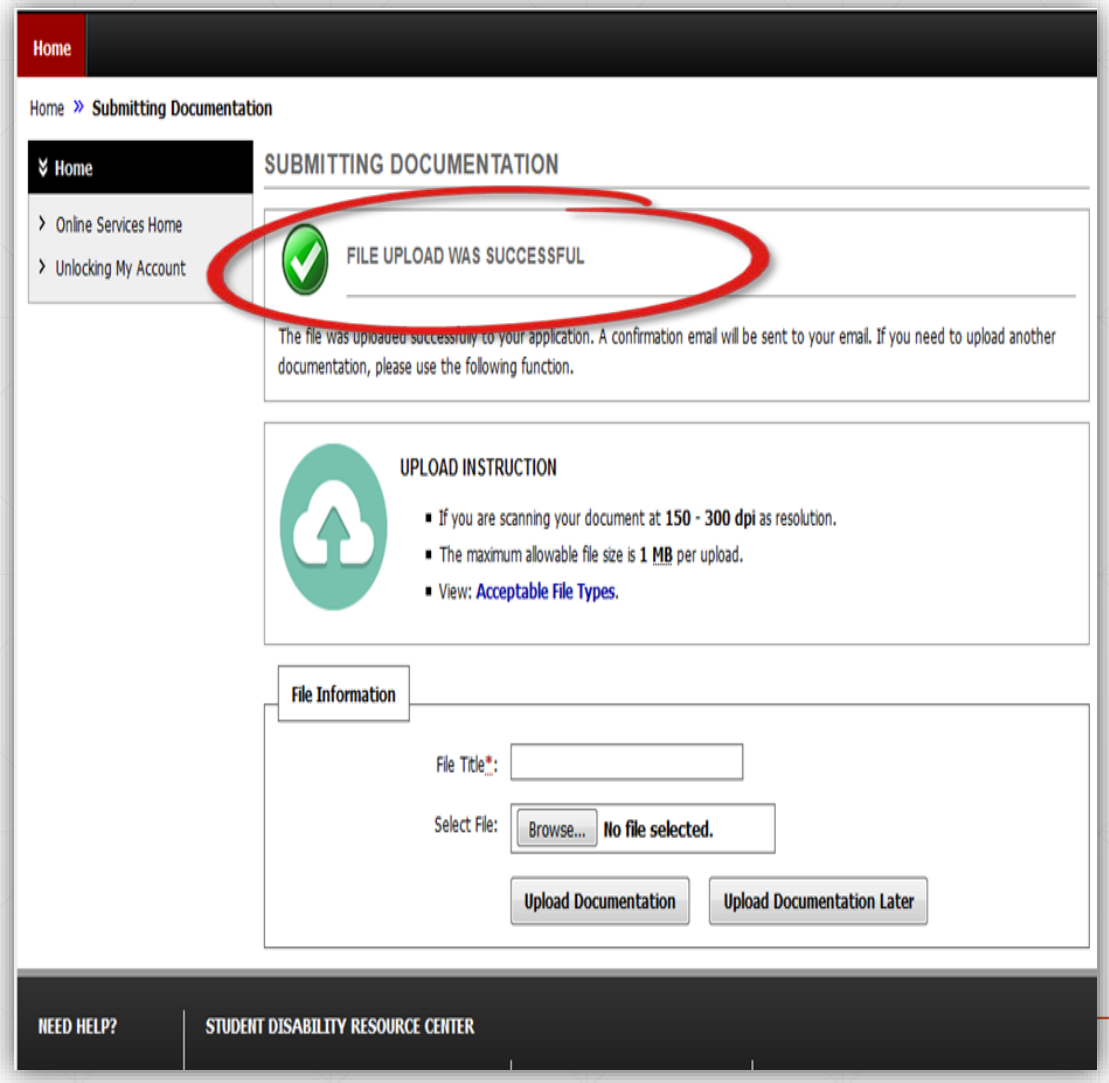
- Once you have submitted the application, you will be directed to the ‘Submitting Documentation’ screen with a notification that your application was submitted successfully.

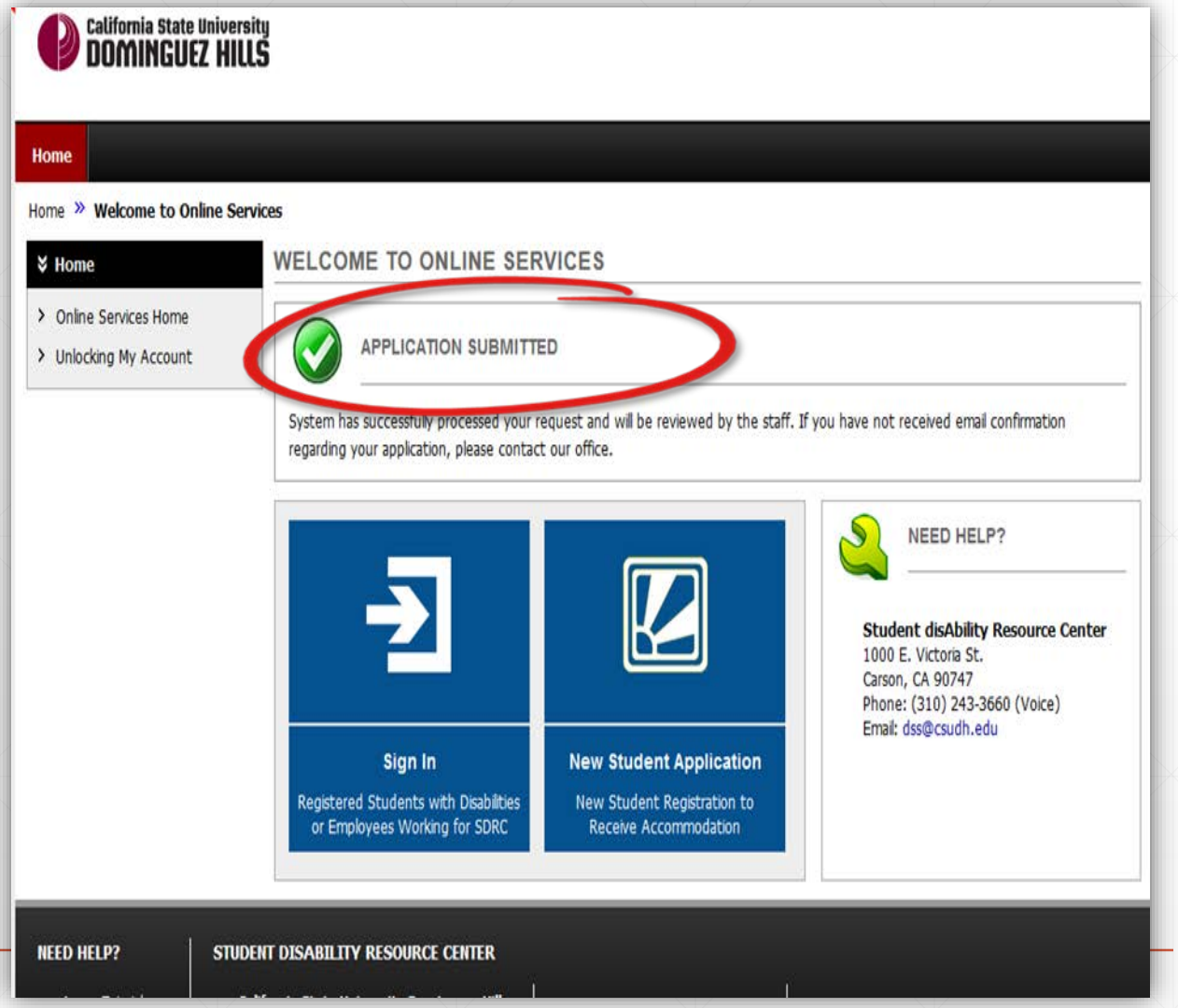
- If you are ready to upload your documentation, enter the information requested and select, ‘Upload Documentation’.
- If you do not have your documentation ready to be uploaded, select, ‘Upload Documentation Later’.
- Our verification form is available on our website for your physician/doctor to fill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



Inside Portal- New students

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

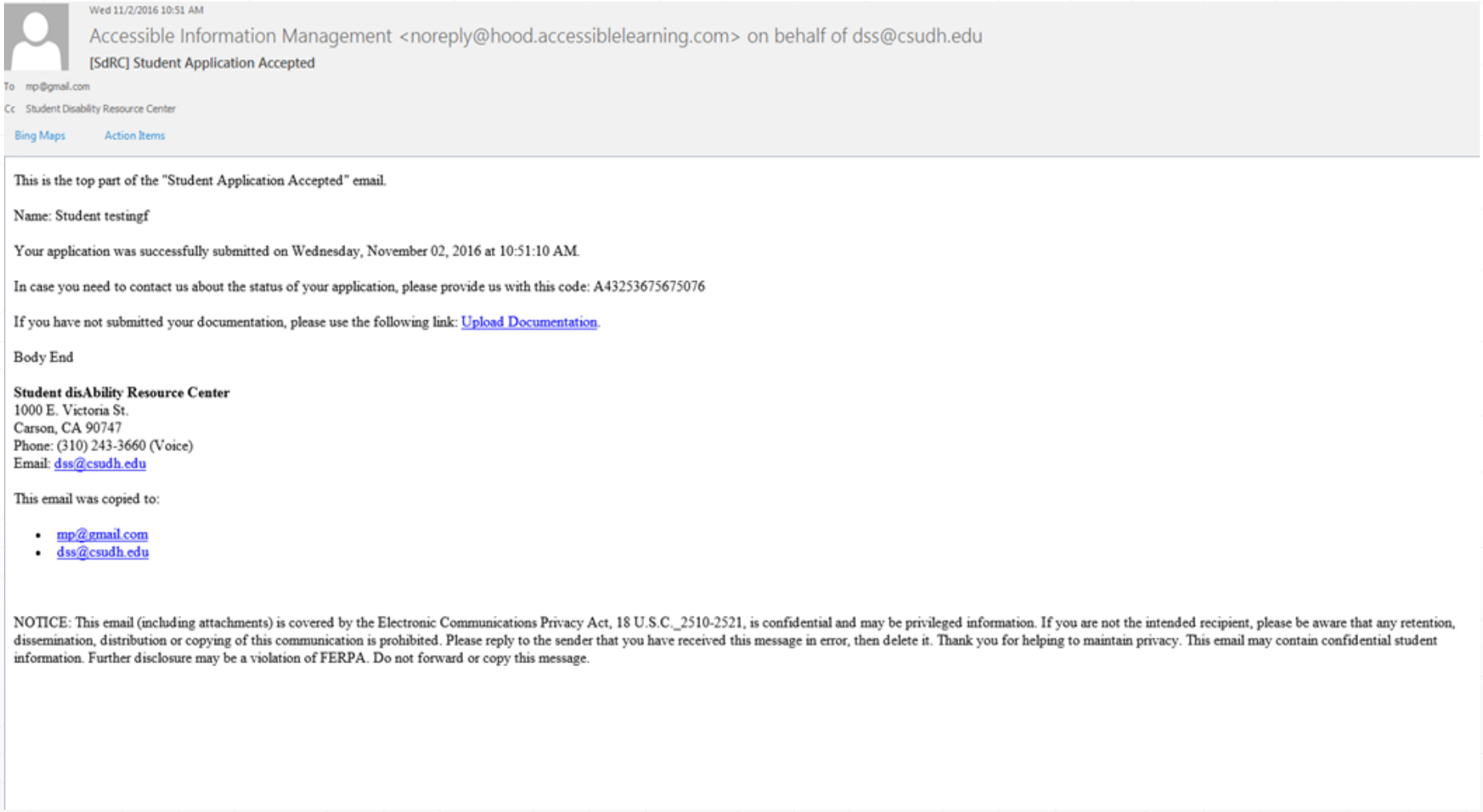




Inside Portal- New students

- 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 <u>and</u> 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

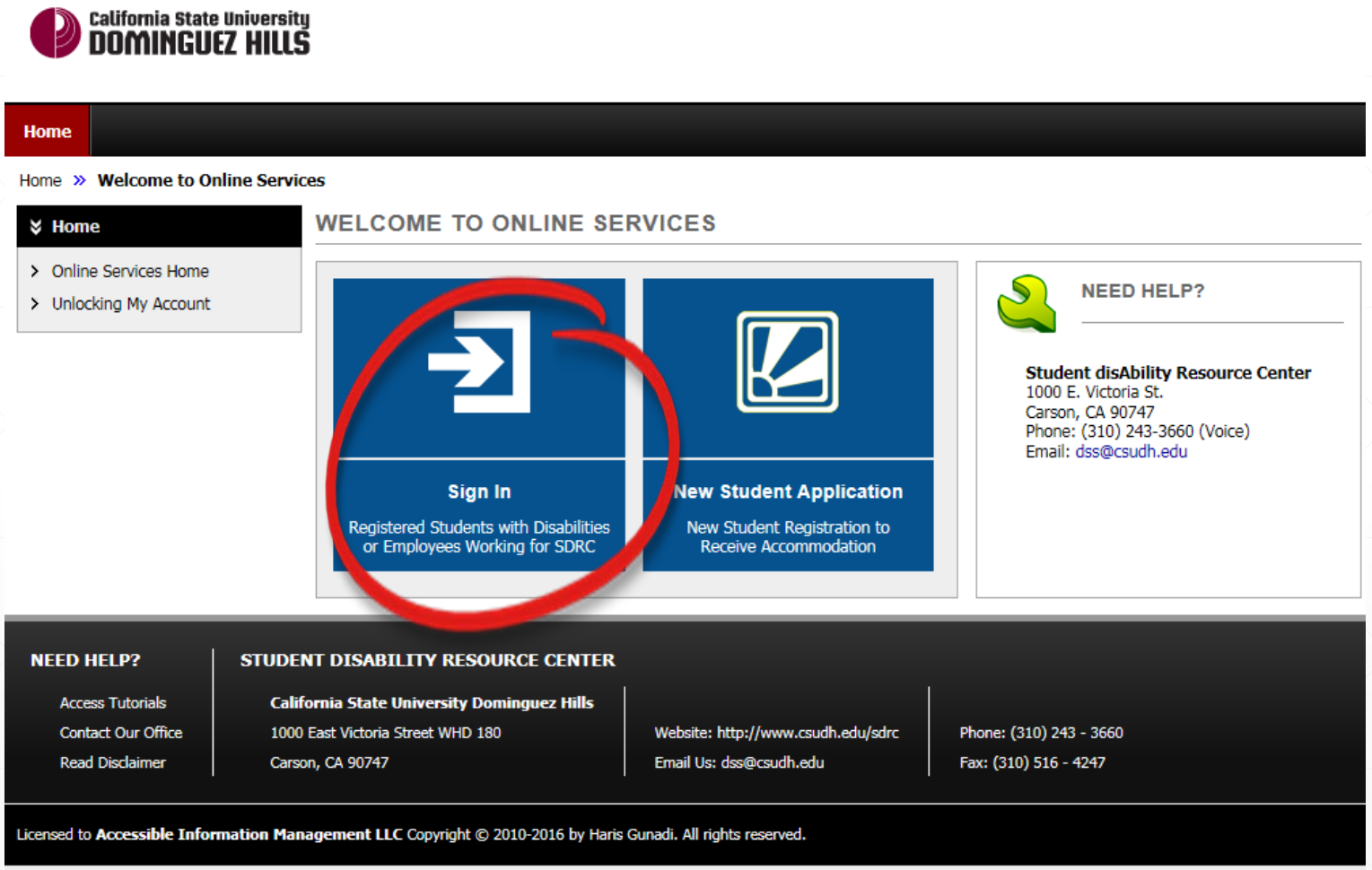
This email was copied to:

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

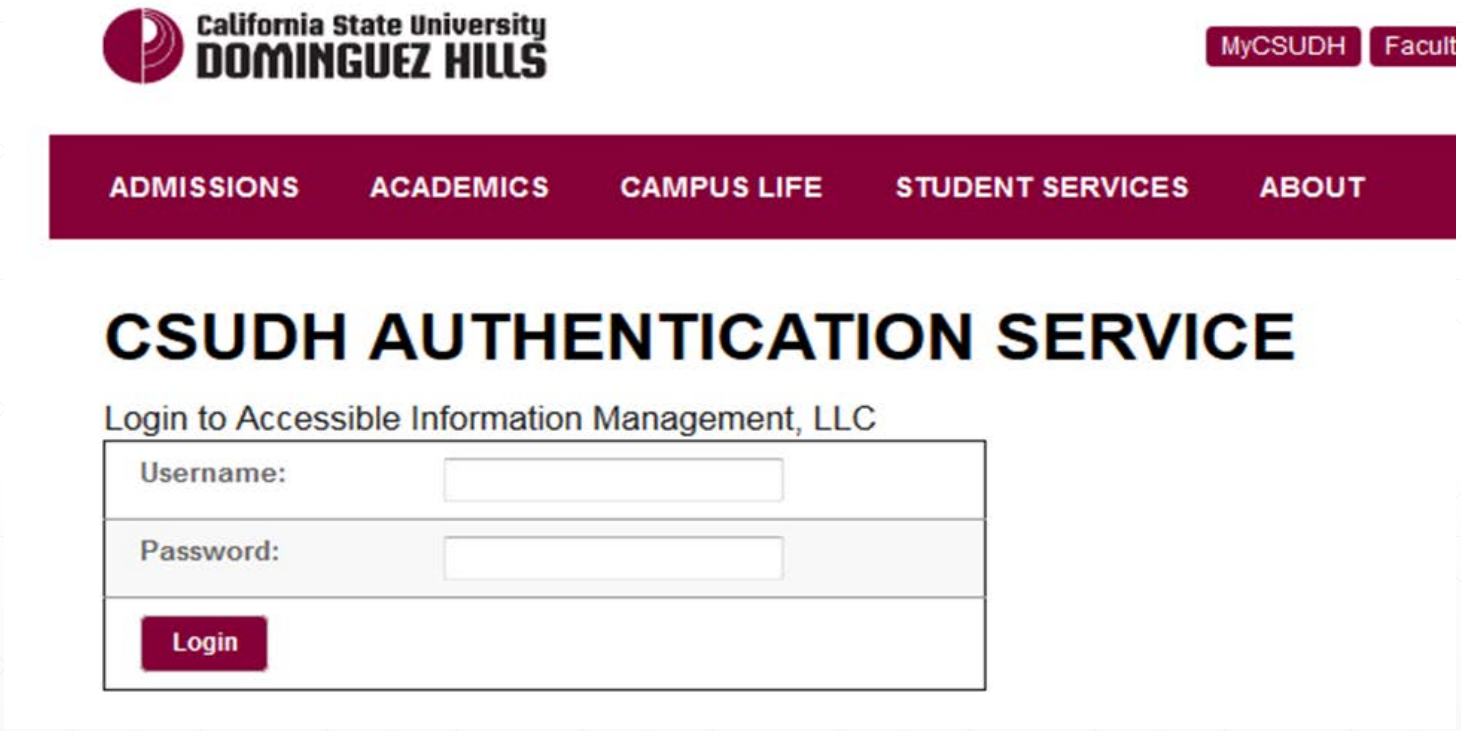
NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C._2510-2521, is confidential and may be privileged information. If you are not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication 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)

- Mycsudh portal
- SdRC Website



SdRC Online Portal (New & Current students)

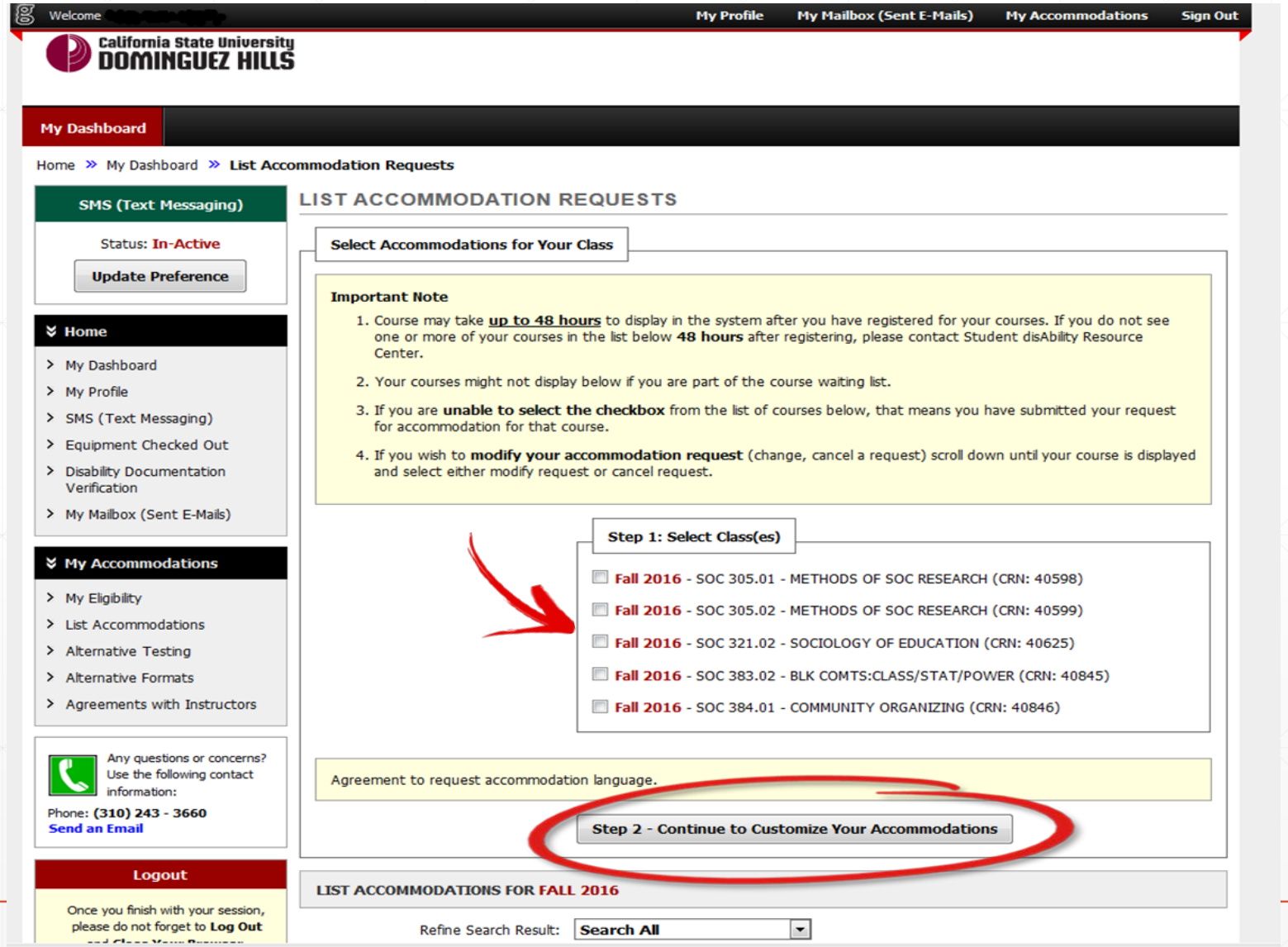


Inside Portal- Current students

Requesting accommodations:
(No more submitting class schedules ☺)

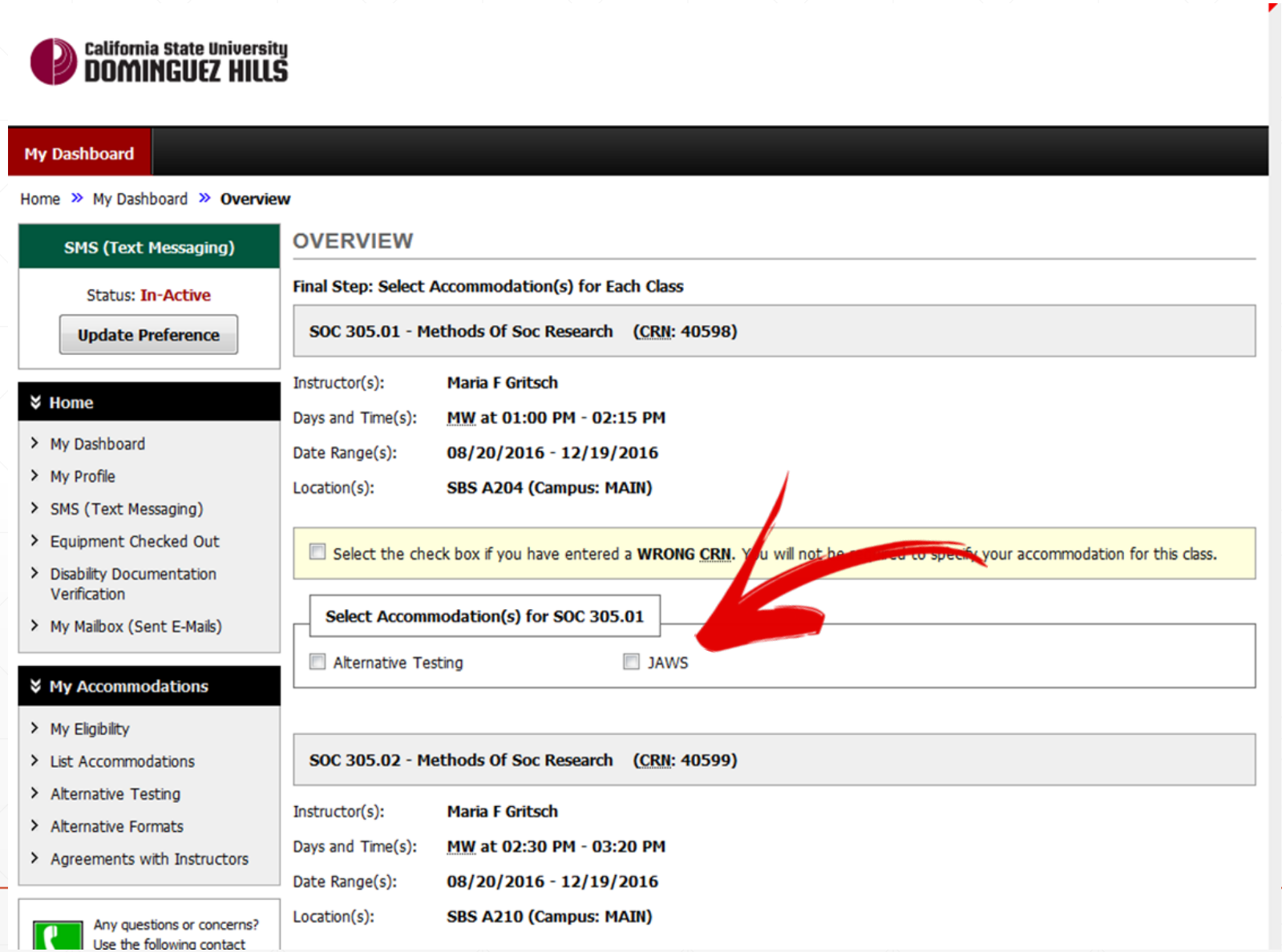
1. Select classes you'd Like to receive Your accommodations

2. Click 'Continue to Customize Your accommodations.'



Inside Portal- Current students

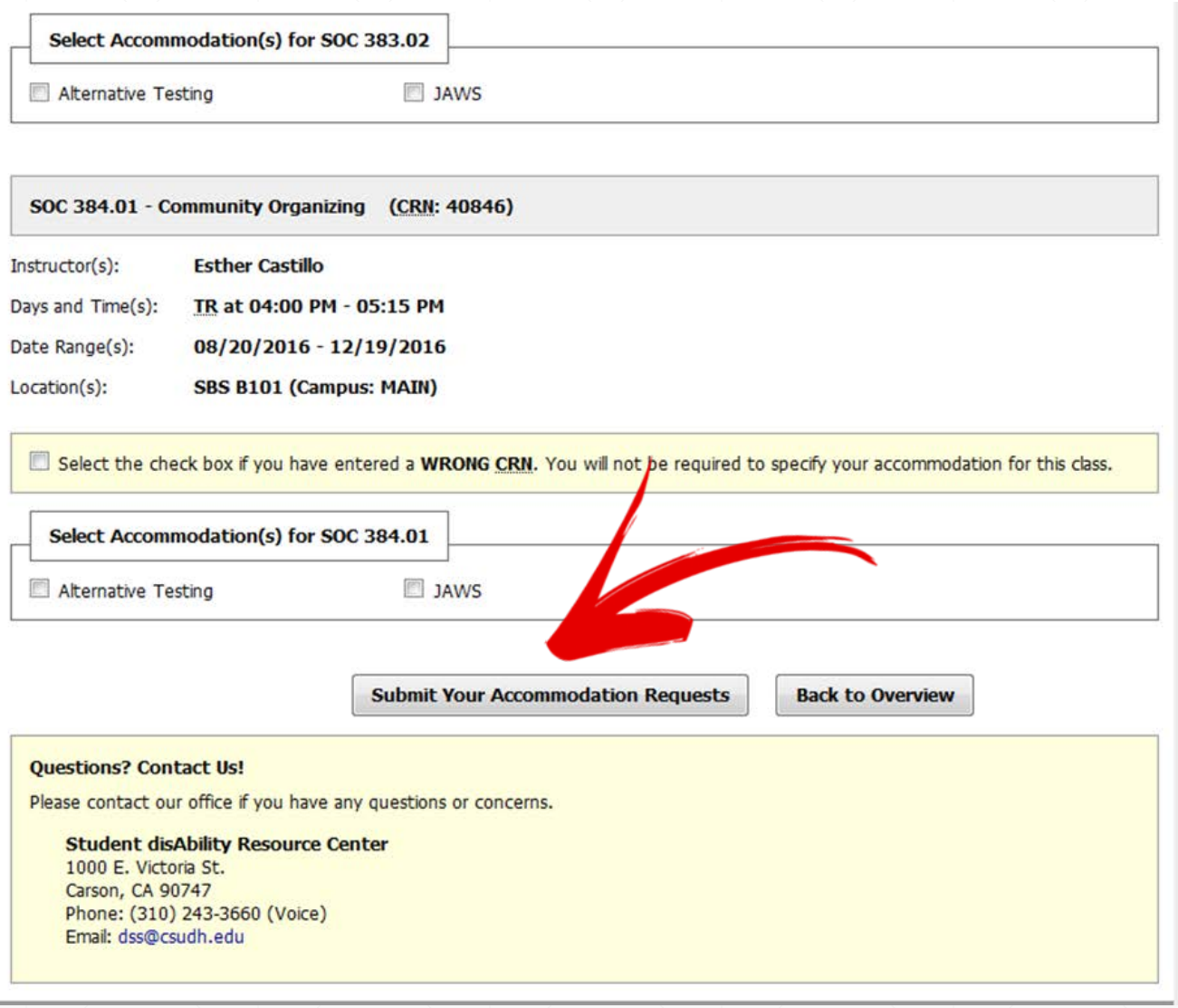
You can customize your accommodations depending on your courses, if you choose.



Inside Portal- Current students

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

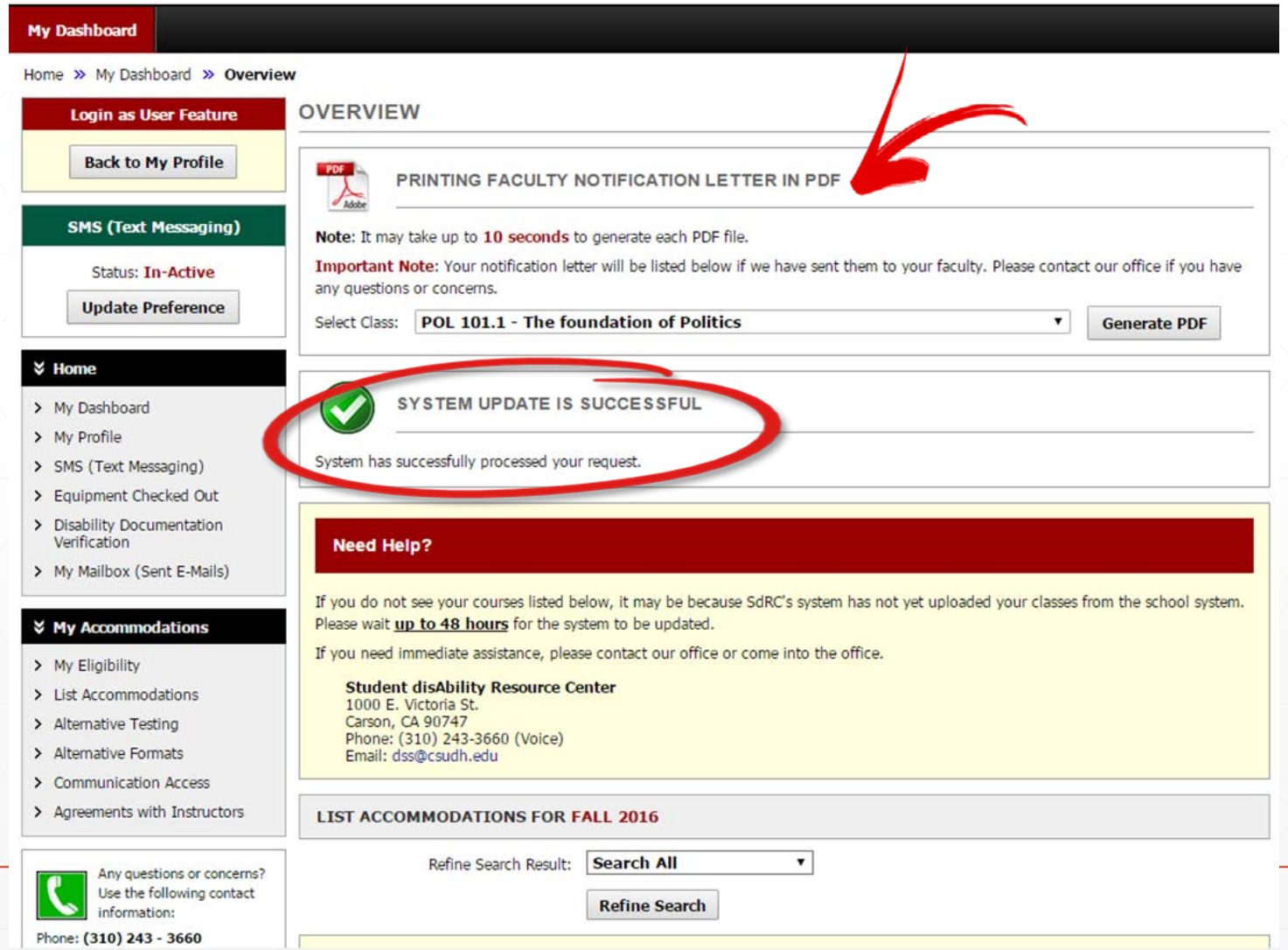
SdRC will receive you a notification you have requested. Once we approve, your Faculty Notification Letters **(accommodation)** will be <u>emailed</u> to your professors.



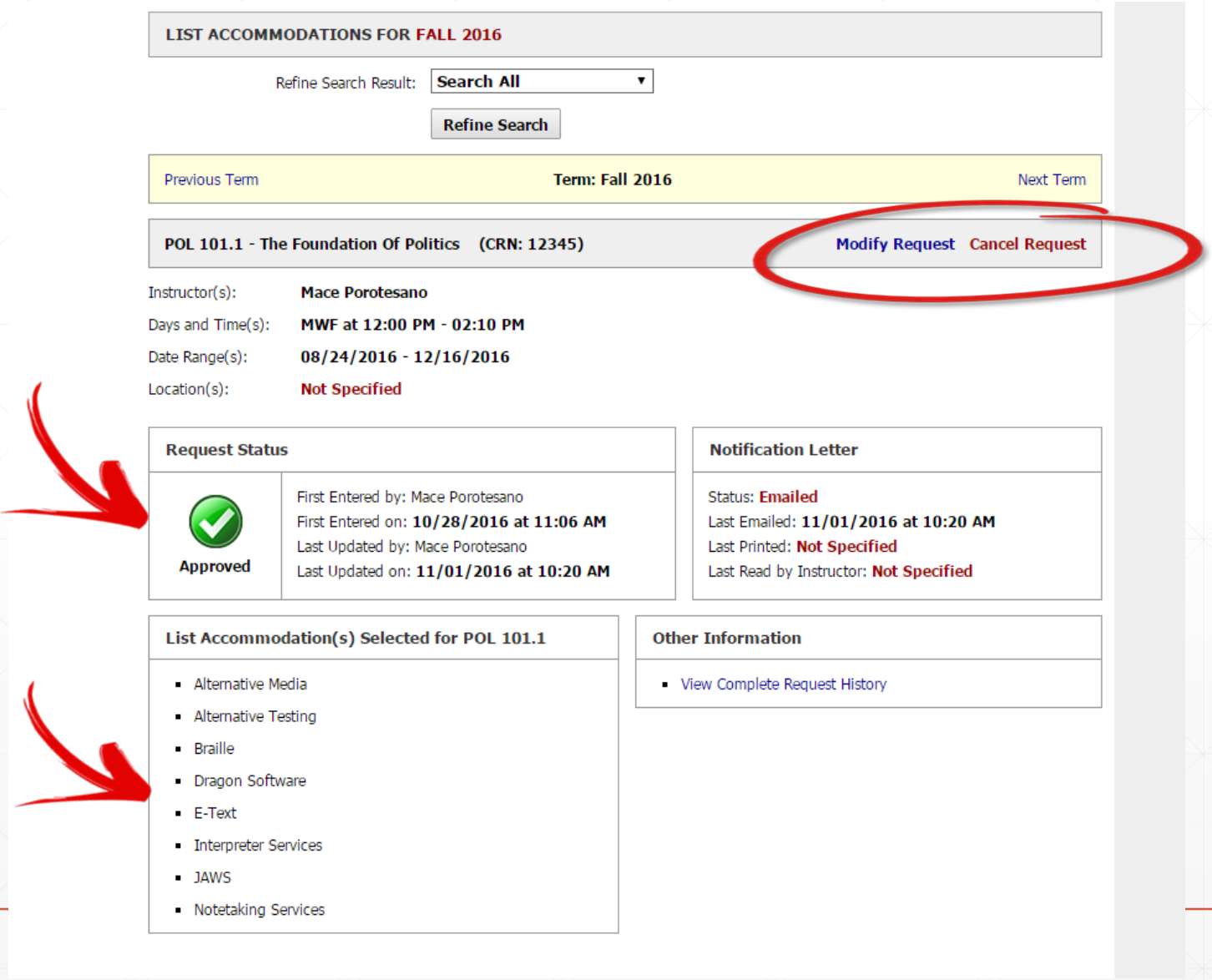
Inside Portal- Current students

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.



Inside Portal- Current students



Inside Portal- Current students

-Faculty Notification Email

-Testing Alternative Agreement

dss@csudh.edu via hood.accessiblelearning.com Nov 1 (6 days ago)

to mporotesano, me

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.

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 signiifcant 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.

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