Returners Guide to Requesting Accommodations

*If you are currently registered with the SSD office and have been approved for accommodations, please use the steps below to request your Accommodation Letters. Students are required to request their Accommodation Letters each semester.

1. Visit: www.colum.edu/ssd

2. Click “Returning Student” on the home page.
3. Click “MySDD” to sign into your MySSD student portal OR visit: www.elbert.accessiblelearning.com/Colum

4. Sign into your “MyColumbia” account by entering your Columbia College Chicago email address ([ID#@colum.edu](mailto:ID#@colum.edu), ex: 123456@colum.edu).
5. On the following screen (Pictured Below) enter your Columbia email (ID#@colum.edu, ex: 123456@colum.edu) and password, and click “Sign In”.

6. After logging in, you will see your homepage. Check the boxes for each class that you wish to request accommodations, then click “Step 2 - Continue to Customize Your Accommodations”

7. You will see the accommodations for which you have been approved. For each class, you should check the box next to each accommodation you want to receive in that class. Make sure you do this for each class listed on the screen.
8. Lastly, click “Submit Your Accommodation Requests”

**Once you submit your accommodation request, SSD will review the request and send your Accommodation Letters to your instructors via email.**