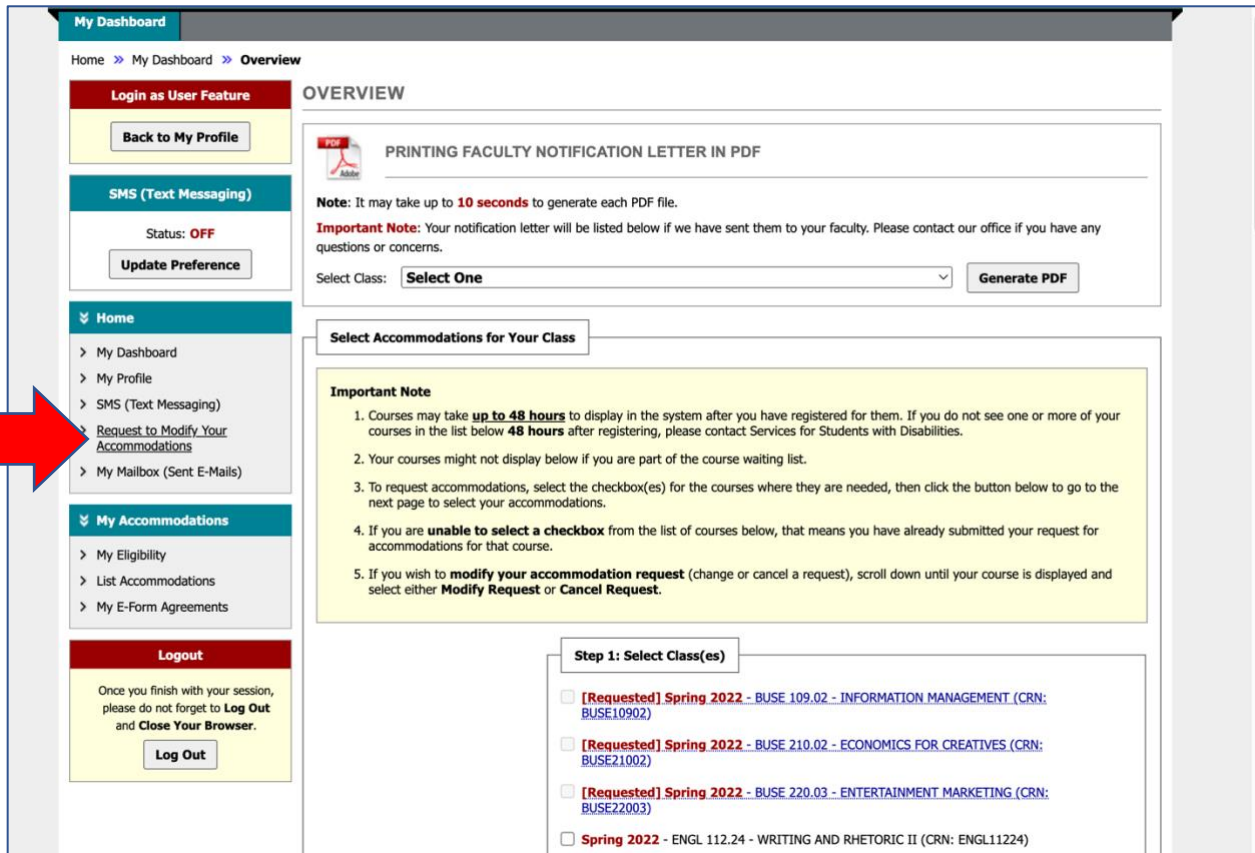


Request to Modify Your Accommodations

You may receive a new diagnosis or decide to pursue other accommodations at some point in your time at Columbia. Please use the following guide to request modifications.

1. Click on “Request to Modify Your Accommodations” as shown in the box below. The link to your MySSD homepage is here: <https://elbert.accessiblelearning.com/Colum/>



The screenshot shows the MySSD dashboard interface. On the left sidebar, under the 'Home' section, the link 'Request to Modify Your Accommodations' is highlighted with a red arrow. The main content area is titled 'OVERVIEW' and contains several sections:

- Login as User Feature:** Includes a 'Back to My Profile' button.
- SMS (Text Messaging):** Shows 'Status: OFF' and an 'Update Preference' button.
- PRINTING FACULTY NOTIFICATION LETTER IN PDF:** Includes a note that it may take up to 10 seconds to generate each PDF file, an 'Important Note' about notification letters, a 'Select Class' dropdown menu, and a 'Generate PDF' button.
- Select Accommodations for Your Class:** Contains an 'Important Note' with five instructions and a 'Step 1: Select Class(es)' section with a list of courses and checkboxes for selection.
- Logout:** Includes a message about logging out and a 'Log Out' button.

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2. Click "Submit Request to Modify Your Accommodations as shown below.

The screenshot displays the user interface for the 'Request to Modify Your Accommodations' page. At the top, the Columbia College Chicago logo and the title 'Services for Students with Disabilities' are visible. Below the header, a navigation bar shows 'My Dashboard' and the current page title 'Request to Modify Your Accommodations'. The main content area includes a 'Login as User Feature' section with a 'Back to My Profile' button, an 'SMS (Text Messaging)' section with a status of 'OFF' and an 'Update Preference' button, and a 'Logout' section with instructions to log out and close the browser. The central part of the page is titled 'REQUEST TO MODIFY YOUR ACCOMMODATIONS' and contains instructions for users who have already completed an initial application. A prominent red arrow points to a button labeled 'Submit Request to Modify Your Accommodations'.

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3. Fill out the form. You will also have to a chance to upload new documentation to support the addition of another accommodation.

The screenshot shows a web application interface for 'Request to Modify Your Accommodations'. The page is titled 'REQUEST TO MODIFY YOUR ACCOMMODATIONS' and includes a breadcrumb trail: 'Home >> My Dashboard >> Request to Modify Your Accommodations'. On the left, there is a sidebar with navigation options: 'Home' (My Dashboard, My Profile, SMS (Text Messaging), Request to Modify Your Accommodations, My Mailbox (Sent E-Mails)), 'My Accommodations' (My Eligibility, List Accommodations, My E-Form Agreements), and 'Logout' (Log Out). The main content area is divided into two sections: 'Information' and 'Questions'. The 'Information' section contains a 'Start Term' dropdown menu set to 'Select One' and a note: 'Note: Select term where you would like your new accommodation to start.' The 'Questions' section contains three numbered questions: 1. 'What new accommodation(s) are you requesting?' with a text input field; 2. 'Do you have documentation that supports your request?' with radio buttons for 'Yes (please upload additional documentation)' and 'No (please be aware that you may need to obtain additional documentation for us to approve the request)'; and 3. 'What is the reason for the new request? How will the requested Accommodation help you?' with a text input field. Below the questions is an 'Additional Note or Comment' text input field. At the bottom right, there is a 'Submit Application' button.

Guide complete!