



## University Disability Services

### Steps to Request Your Letter of Accommodation:

**Log in to your Accommodate Account**

**Click on Accommodations**

**Click on Semester Request**

**Select the semester you want your Letter of Accommodation (LOA) sent**

**Review your accommodations to make sure they are what was approved by the Director (If there is an error contact the office, 570-389-4491)**

**Select the accommodations you want included for each class**

**Click Submit**

**(UDS recommends doing this for each of your classes)**

**\*If you do not do this, you do not have your accommodations established for the class.**

Here is a [video link](#) that walks you through the process as well.

**If you need additional/new accommodations based on a recommendation from a healthcare professional, please contact the office to set up an appointment.**