

SASS

How to Request Using Your Accommodations

What does this cover?

Students are required to request their accommodation plan to be shared with their instructors. Unless established under a temporary plan, accommodations will remain available for students during their entire academic career.

Faculty do not have access to student accommodation plans unless the student requests to have the plan shared. This guide shows how students can make this request.

How to request your accommodation plan is shared to faculty?

- 1) Student will need to log in to the online portal at <https://whitney.accessiblelearning.com/EWU/> using their EWU single sign on. This link is also on the SASS website below the Contact information.

Student Accommodations and Support Services
Eastern Washington University

Home About Us Programs & Services Accommodation Registration MyDSS Students Faculty

Are outside life circumstances impacting your education?
We are here for you!
Fill out a support services intake form!

Examples of circumstances can include:

- The death of a loved one
- Sudden medical/life issues
- Recent traumatic events
- Financial insecurity
- Food insecurity
- Mental health concerns
- Social or belonging concerns
- Natural disaster
- Victim of a crime

Announcement Information:

Slide One: Title: Apply for accommodations. Image description: A grey background with text stating "Is a disability impacting your educational experience? Apply for accommodations! Examples of qualifying disabilities can include: Learning disabilities, Mobility impairments, ADD/ADHD, Anxiety, Depression, PTSD, Concussion, Fractures/sprains, Seizure disorders, Eating disorders, Visual/hearing impairments, Autoimmune diseases, Autism spectrum disorder, Pregnancy.* *Pregnancy is not a disability."

Slide Two: Title: Connect with support services. Text reads: Are outside life circumstances impacting your education? We are here for you! Fill out a support services intake form. Examples of circumstances can include: the death of a loved one, sudden medical/life issues, recent traumatic events, financial insecurity, food insecurity, mental health concerns, social or belonging concerns, natural disaster, victim of a crime.

Slide Three: Support for EWU Students with Autism! If you identify as autistic and are interested in finding support and community, contact Heidi Hillman at hhillman@ewu.edu.

CONTACT US

SASS Office (Formerly DSS and Student Care Team)
sass@ewu.edu
Accommodations: 509-359-6871
Care/Support Services: 509-359-7924
Fax: 509-359-7458

Main Office/Student Check In
015 Hargreaves Hall
Cheney, WA 99004

HOURS

SASS Office
Mon-Fri: 8:00am-12:00pm,
1:00pm-5:00pm

Social Media
Follow SASS on social media!

[f](#) [i](#)

Student Support Intake Forms

Care and Support Services

FACULTY ACCOMMODATIONS PORTAL

MyDSS Faculty Portal

Current Students
Accommodations Portal

MyDSS Student Portal

- 2) The initial page after logging in will share announcements or reminders. After reviewing, students will be directed to the Overview page. Students can also select the "Overview" tab under the "My Dashboard" box to return

to this page at any time.



OVERVIEW

LOGIN AS USER


[BACK TO MY PROFILE >](#)

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Login and Security
- > My Appointments
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List

ACCOMMODATIONS

- > List Requests
- > Submit Additional Documentation for Review
- > Alternative Testing
- > Alternative Formats


 **IMPORTANT DATES**

 >> MY DASHBOARD >> OVERVIEW

**Accommodation Requests
SUMMER QUARTER 2025**

0

Number of Requests



[Add Requests](#)


**No Accommodation Request Found
for Summer Quarter 2025**

ADVISOR

Name

Phone

Email
[Send Email](#)

Schedule An Appointment
 [Request An Appointment](#)

Pronoun

QUESTION?

EWU Student Accommodations and Support Services
015 Hargreaves Hall, WA 99004
509.359.6871
509.359.7458
sass@ewu.edu www.ewu.edu/sass

- 3) On the Overview page, student should select the “Add Requests” option under the “Accommodation Requests TERM” box.

EASTERN WASHINGTON UNIVERSITY

OVERVIEW

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IMPORTANT DATES

Accommodation Requests
SUMMER QUARTER 2025

0
Number of Requests

Add Requests

No Accommodation Request Found
for Summer Quarter 2025

ADVISOR

Name

Phone

Email
Send Email

Schedule An Appointment
Request An Appointment

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sass@ewu.edu www.ewu.edu/sass

- 4) On the Accommodation Request page, you will need to make sure you are in the correct academic term. The term will be listed at the top of the page in a yellow box. If this is not the correct term, you can navigate using the “Previous Term” or “Next Term” options to the left and right in the yellow box.



ACCOMMODATION REQUESTS

LOGIN AS USER

BACK TO MY PROFILE >

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ACCOMMODATIONS

- > List Requests

» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

OVERVIEW

BY TERM

Previous Term

Term: Summer Quarter 2025

Next Term

ACCOMMODATION REQUESTS

No Courses Listed from the School:

- Courses may take up to 48 hours to display in the system after you have registered for them. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Student Accommodations and Support Services (SASS) at 509.359.6871.
- Your courses might not display below if you are part of the course waiting list.

- 5) Once the student is in the correct term, each registered course will appear with a checkbox under the “Accommodation Requests” box. Student should check the box for each class in which they would like to notify their faculty of the accommodation plan. Then select the “Continue to Next Step” button below courses.

Previous Term Term: Summer Quarter 2025

No Accommodation Request Found for Summer Quarter 2025

EXPAND ALL SECTIONS > OVERVIEW >

ACCOMMODATION REQUESTS

How to Request Accommodations ▼

Select Term:
2025 - Summer Quarter ▼

ADD CLASS MANUALLY >

STEP: SELECT COURSES

☐ AAST 315.025 - AFRICAN HISTORY (CRN: 30270)

☐ ENGL 271.025 - INTRO TO POETRY (CRN: 30235)

☐ PSYC 204.025 - EDUCATIONAL PSYCHOLOGY (CRN: 30054)

☐ Apply the same accommodations to all selected courses.

CONTINUE TO NEXT STEP >

- 6) The next page will list each selected course and all accommodations that have been included in the accommodation plan. Student should select each accommodation they would like to utilize for each course by checking the corresponding checkbox. After choices have been made, student should select “Submit Request” button to the right.

[Previous Term](#)Term: Summer Quarter 2025

No Accommodation Request Found for Summer Quarter 2025

AAST 315.025

Course Title:
AAST 315.025 - African History (CRN: 30270)

Course Detail

SELECT ACCOMMODATIONS

☐ Select All
☐ Alternative Testing - 1.50x on Choice/Blank/Matching
☐ Alternative Testing - 2.00x on Calculations/Formulas/Equations
☐ Alternative Testing - 2.00x on Timed Paragraph/Essay
☐ Alternative Testing General Information
☐ Disability Related Absences
☐

☐ I do not need accommodation for this course: **AAST 315.025**.

ENGL 271.025

Course Title:
ENGL 271.025 - Intro To Poetry (CRN: 30235)

Course Detail

SELECT ACCOMMODATIONS

☐ Select All
☐ Alternative Testing - 1.50x on Choice/Blank/Matching
☐ Alternative Testing - 2.00x on Calculations/Formulas/Equations
☐ Alternative Testing - 2.00x on Timed Paragraph/Essay
☐ Alternative Testing General Information
☐ Disability Related Absences
☐

☐ I do not need accommodation for this course: **ENGL 271.025**.

STEP: FINAL STEP

SUBMIT REQUEST >

START OVER >

- 7) An email notice will be sent to each faculty with student copied one week prior to term start or within one business day after if requested after term starts. Student will need to contact faculty to review individual accommodation implementation based on course requirements.

Additional Notes

- Requests to use accommodations needs to be completed for each term.
- Faculty will not know any student has accommodations unless student completes this process.

- If student wishes to change selected courses and/or accommodations after completing this process, they will need to contact SASS to make changes.
- Request process will open about the same time that course registration opens.
- If requested before term starts, notices are sent to faculty starting one week prior to term start date.
- If requested after term starts, notices are sent within one business day.
- If no request occurs, faculty are not provided any accommodation information and should operate as if student does not have accommodations.
- Accommodations are *not* retroactive. Accommodations are considered implemented once this request process is completed.