

## **How to Request Accommodation Letters**

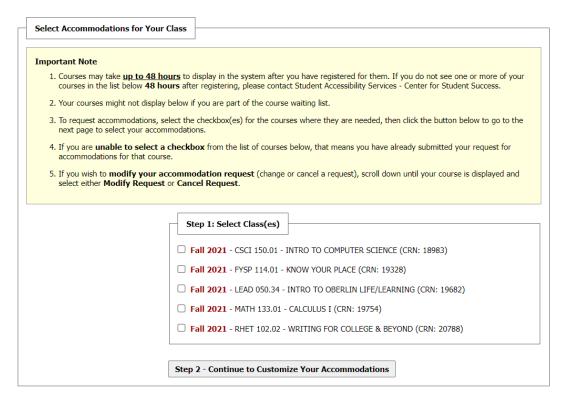
\*Students must request accommodation letters EVERY semester\*

- Step 1: Go to https://whitney.accessiblelearning.com/Oberlin/
- Step 2: Sign in using your ObieID and password.

The first time you sign into the portal, you will be asked to complete a Confidentiality Agreement regardless if you signed a paper copy in the past. This is a one time process, and you may add or retract permissions at will.

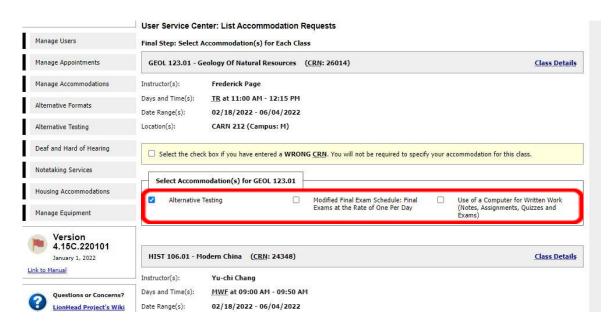
Step 3: Once logged in, select the checkbox by the courses for which you would like to request accommodations.

Step 4: Click Step 2- Continue to Customize Your Accommodations once you have selected all of your courses



## Step 5: Select your Accommodation(s) for each course.

Step 6: The Select Accommodation Box is only for accommodations that require presemester coordination. Please note that only accommodations you are eligible for will show on the request form.



Step 7: Once completed, click the Submit Your Accommodation Requests

