

MISSOURI S&T

Testing and Student Disability Services

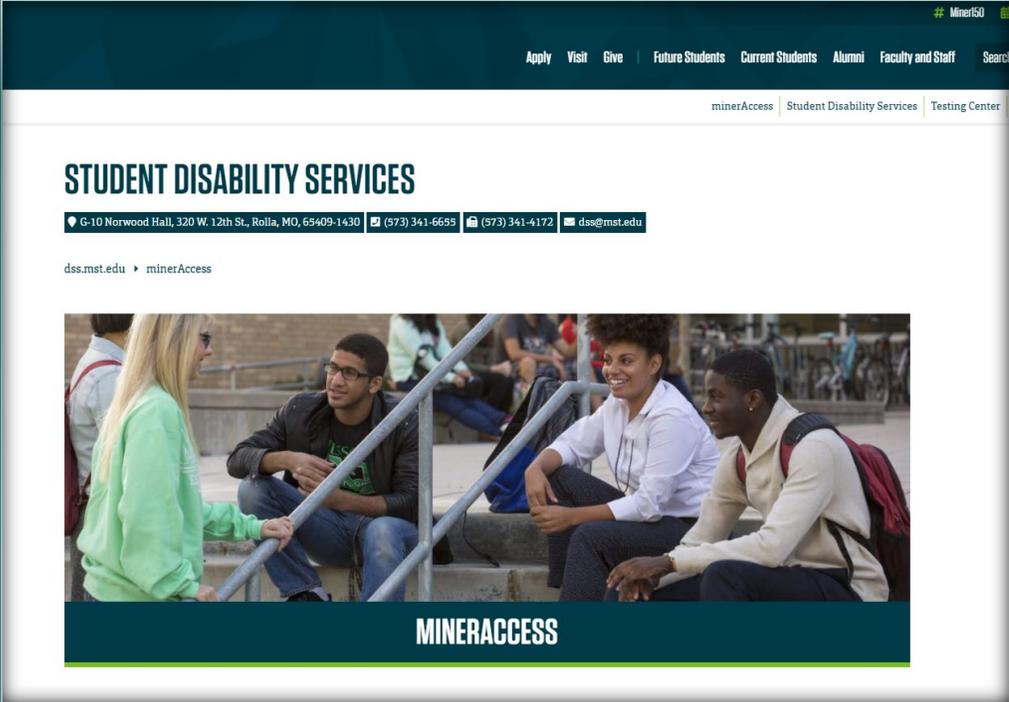
Guide to Using Accommodations

What will be covered in this guide?

- This guide will provide you with instructions on how to start using accommodations, including:
 - Navigating minerAccess
 - Information to discuss with instructors
 - Who to contact to implement exam accommodations
 - The process to renew accommodations for future semesters

Navigating your minerAccess account: Step 1

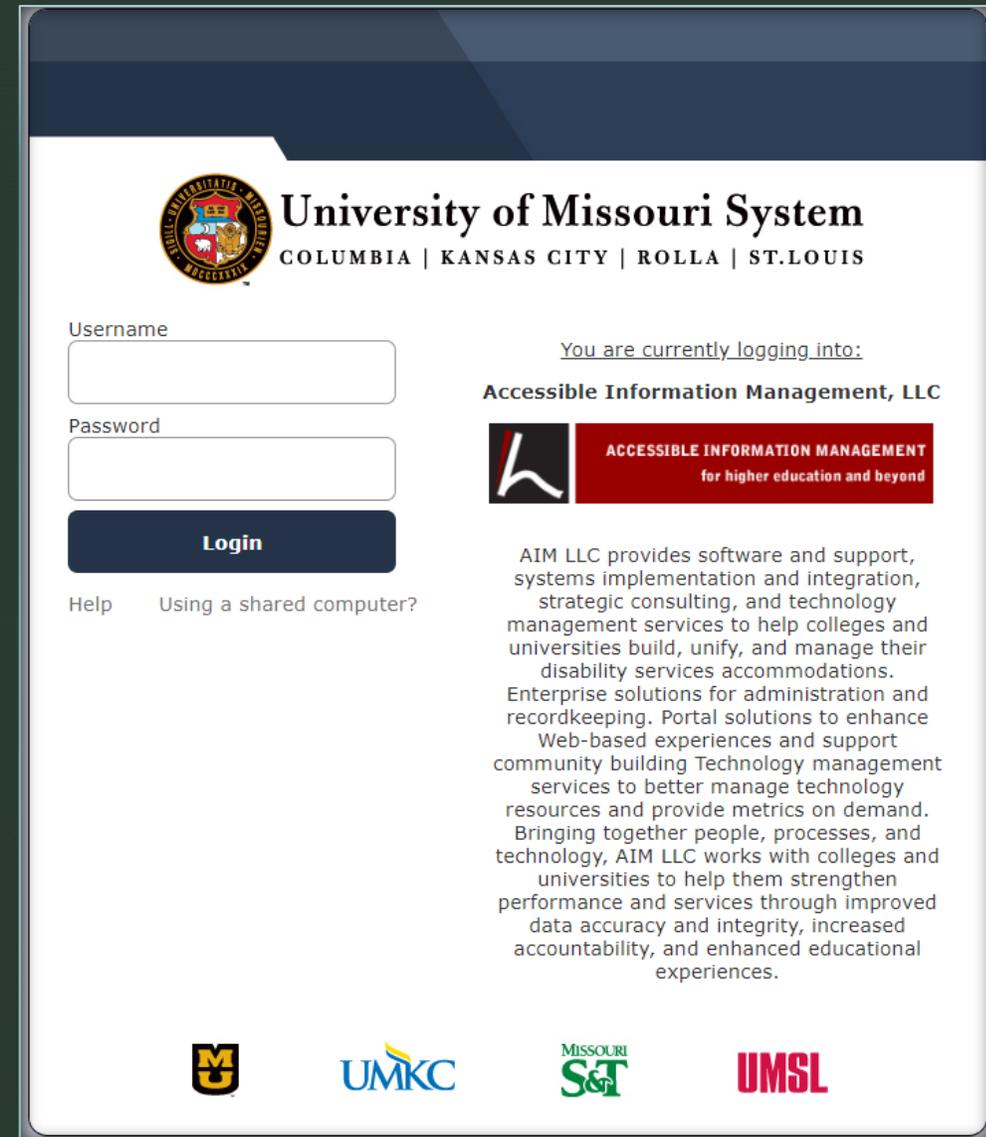
To access your account, go to the Disability Services Website <https://dss.mst.edu/> and click on the minerAccess button. It will take you the minerAccess page.



The screenshot displays the Student Disability Services website. At the top, there is a dark blue navigation bar with links for 'Apply', 'Visit', 'Give', 'Future Students', 'Current Students', 'Alumni', 'Faculty and Staff', and 'Search'. Below this, a white navigation bar contains links for 'minerAccess', 'Student Disability Services', and 'Testing Center'. The main content area features the heading 'STUDENT DISABILITY SERVICES' in bold, dark blue text. Underneath, there is a contact information bar with the address 'G-10 Norwood Hall, 320 W. 12th St., Rolla, MO, 65409-1430', two phone numbers '(573) 341-6695' and '(573) 341-4172', and an email address 'dss@mst.edu'. Below the contact information, a breadcrumb trail reads 'dss.mst.edu > minerAccess'. The central part of the page is dominated by a large photograph of four diverse students sitting on concrete steps outdoors, engaged in conversation. At the bottom of the page, a dark blue banner with the word 'MINERACCESS' in white, bold, uppercase letters is visible.

Navigating your minerAccess account: Step 2

Select the “Sign in to
minerAccess.” This will take
you to sign in page. You will
be asked to log in using your
single sign on username and
password.



The screenshot shows the login interface for the University of Missouri System. At the top left is the university's seal. To its right, the text reads "University of Missouri System" followed by "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". Below this, there are two input fields: "Username" and "Password". A dark blue "Login" button is positioned below the password field. To the right of the login fields, it says "You are currently logging into:" followed by "Accessible Information Management, LLC". Below this is the AIM LLC logo, which consists of a stylized 'A' and 'M' in a red box, with the text "ACCESSIBLE INFORMATION MANAGEMENT for higher education and beyond" to its right. Further down, there is a "Help" link and a note "Using a shared computer?". At the bottom of the page, there are four logos: the University of Missouri 'M' logo, the UMKC logo, the Missouri S&T logo, and the UMSL logo.

University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Username

Password

Login

Help Using a shared computer?

You are currently logging into:
Accessible Information Management, LLC

 **ACCESSIBLE INFORMATION MANAGEMENT**
for higher education and beyond

AIM LLC provides software and support, systems implementation and integration, strategic consulting, and technology management services to help colleges and universities build, unify, and manage their disability services accommodations. Enterprise solutions for administration and recordkeeping. Portal solutions to enhance Web-based experiences and support community building Technology management services to better manage technology resources and provide metrics on demand. Bringing together people, processes, and technology, AIM LLC works with colleges and universities to help them strengthen performance and services through improved data accuracy and integrity, increased accountability, and enhanced educational experiences.

The screenshot shows the myAccess website interface. At the top left is the SJM logo. Below it is a navigation bar with 'Home' highlighted. The main content area is titled 'WELCOME TO MYACCESS'. On the left, there is a sidebar with 'Home' and 'Online Services Home' links. A 'Logout' button is also visible in the sidebar. The main content area features a 'NEW STUDENT?' link with a yellow exclamation mark icon, which is highlighted by an orange box. Below this link is a warning icon and the text 'LOGOUT'. To the right, there is a 'SIGN UP AS A NOTETAKER' link with a yellow notepad icon. At the bottom, there is a 'Log Out from UM System' button.

Navigating your minerAccess account: Step 3

Select “New Student? Complete a brief form to request accommodations at the University.”

The screenshot shows the MinerAccess website interface. At the top left is the S&T logo. Below it is a navigation bar with a yellow 'Home' button. A breadcrumb trail reads 'Home >> Online Student Application'. A left sidebar contains a 'Home' dropdown menu with 'Online Services Home' and a red 'Logout' button. Below the sidebar, a yellow box contains the text: 'Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.' with a 'Log Out' button. The main content area is titled 'ONLINE STUDENT APPLICATION' and features a process flow: '2 Easy Steps to Register' followed by two green arrow icons. The first arrow points to 'Step 1: Fill in Application' and the second to 'Step 2: Submit Documentation'. Below this, a white box contains the text: 'Welcome to MinerAccess! To request accommodations for a disability or disabilities during your time at the Missouri University of Science and Technology: 1) Complete the following as thoroughly and accurately as possible. This is essential to ensure that the DSS Office can act on your request. Use this application if you are requesting ACADEMIC, TEMPORARY, and/or HOUSING, accommodations. These steps will vary depending on the nature of the accommodations approved.'

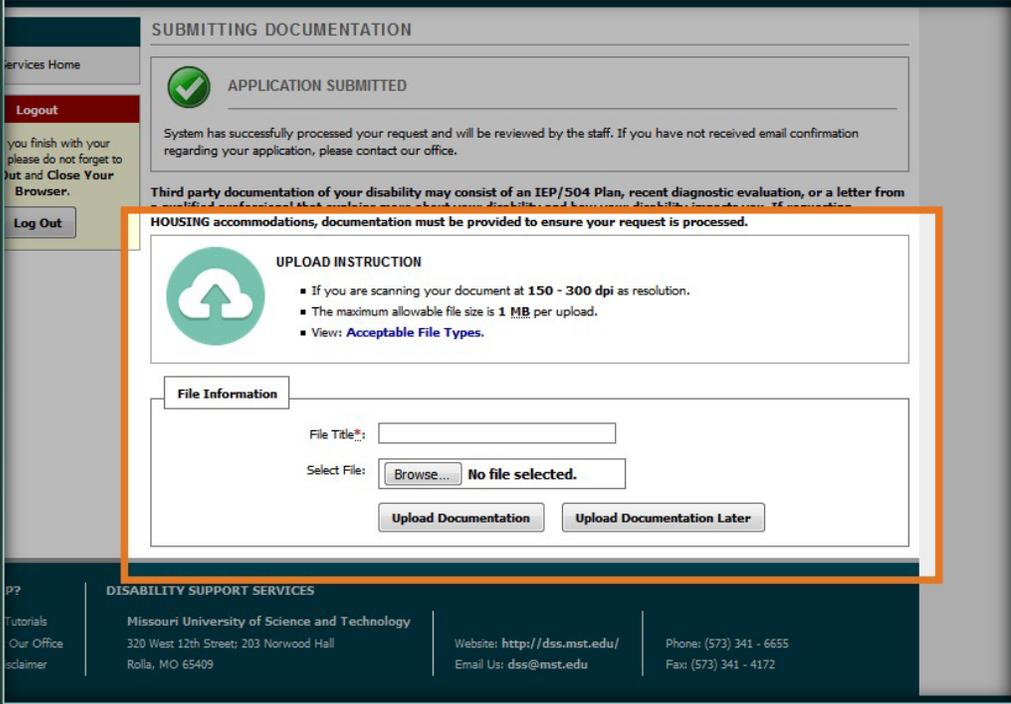
Navigating your minerAccess account: Step 4

Complete the application form. *Fields marked with a red asterisk * are required fields.*

Navigating your minerAccess account: Step 5

After completing the application, you can upload documentation. (You will receive an e-mail from our office when your application has been processed.)

****You won't be able to request accommodations or edit your profile until your documentation has been processed by our office and digitally signed by you.****



services Home

Logout

you finish with your please do not forget to and Close Your Browser.

Log Out

SUBMITTING DOCUMENTATION

 **APPLICATION SUBMITTED**

System has successfully processed your request and will be reviewed by the staff. If you have not received email confirmation regarding your application, please contact our office.

Third party documentation of your disability may consist of an IEP/504 Plan, recent diagnostic evaluation, or a letter from a qualified professional that explains more about your disability and how your disability impacts you. If you are requesting HOUSING accommodations, documentation must be provided to ensure your request is processed.

UPLOAD INSTRUCTION



- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: [Acceptable File Types](#).

File Information

File Title:

Select File: **No file selected.**

DISABILITY SUPPORT SERVICES

Missouri University of Science and Technology
320 West 12th Street; 203 Norwood Hall
Rolla, MO 65409

Website: <http://dss.mst.edu/>
Email Us: dss@mst.edu

Phone: (573) 341 - 6655
Fax: (573) 341 - 4172

Initiating your accommodations each semester once accommodations have been established: Step 1

- Sign into minerAccess and generate your faculty notification letters for the class(es) in which you are requiring accommodations.
 - Select the class radio button of your choice.
 - Customize the accommodations you would like to use for that class.
 - SDS will email your faculty notification letter(s) to your instructor(s).
 - You will be responsible for following up with each of your instructors to confirm they have received your letters, and to discuss how your accommodations will be implemented in the class.

The screenshot shows a web interface for requesting accommodations. At the top, there is an 'Important Note' section with four numbered instructions. Below this is a section titled 'Step 1: Select Class(es)' which contains two radio button options: 'Summer 2017 - MATH 1214.1A - Calculus For Engineers I (CRN: 7####)' and 'Summer 2017 - CHEM 1310.1A - General Chemistry I (CRN: 7####)'. Below the radio buttons is a yellow highlighted area with the text 'Agreement to request accommodation language.' and a button labeled 'Step 2 - Continue to Customize Your Accommodations'. At the bottom of the page, there is a section titled 'LIST ACCOMMODATIONS FOR SUMMER 2017' with a 'Refine Search Result:' dropdown menu set to 'Search All' and a 'Refine Search' button. The footer of the page shows 'Previous Term', 'Term: Summer 2017', and 'Next Term'.

Initiating your accommodations each semester: Step 2

- Meet with your instructors.
 - Schedule an appointment or go to their office during office hours so that you can talk privately.
 - Confirm they received your emailed faculty notification letter.
 - Discuss details and make plans for each accommodation you wish to use in their class.
 - A thorough conversation is important!
 - The following slides provide some suggested talking points for exam and notetaking accommodations.
 - Address any questions or concerns.
 - Contact SDS if you need assistance.

Discussing exam accommodations with instructors

- Ask instructors:
 - Are you providing the exam accommodations?
 - Or do I need to schedule my exams with the Testing Center?
- If the instructor is administering the exam, discuss how your accommodations will be implemented.
- If the instructor chooses to utilize the Testing Center facility, you will submit an exam request online through minerAccess.
<https://dss.mst.edu/mineraccess/guides/schedule-exams/>

Discussing exam accommodations with instructors (continued)

- Discuss potential time conflicts due to extended time accommodations.
 - Back-to-back classes
 - Example: You have a class at 9:00AM and a class at 10:00AM. You have a 9:00AM exam and your instructor says you will have 50 minutes for your exam. If you have an accommodation for “time and a half,” you have 1 hour and 15 minutes for your exam. If you start your exam at 9:00AM, your exam will potentially run until 10:15AM, causing you to miss part of your 10:00AM class.
- This means you will need to discuss a different start time for your exam with your instructor.

Discuss scheduling exams

- You will take your exam at the same date and time as your class, except for the time conflict as explained in the previous example.
- If you have scheduling conflicts, ask your instructor:
 - *May I start my exam earlier in the day? Later in the day?*
- Decide on an agreeable time.
- Discuss all exams for the semester, *including your final*.
- It's important that you resolve any exam schedule conflicts before you submit an exam request to the Testing Center.

Discussing note-taking assistance

- While meeting with your instructor:
 - Inform your instructor if you would like to use this accommodations.
 - If you have more than one method option for note-taking assistance, let your instructor know your preferred method.
 - You and your instructor will decide together which note-taking method(s) will work best for the class being taken.
 - If you'll be using a peer note-taker, here's a few details on that accommodation.

Using your peer note-taking accommodation

- Meet and work with instructors to identify a note-taker
 - You initiate the accommodation by speaking with your instructor
 - Instructor recruits a note-taker
 - Notes can be taken to the Disability Services Office to be scanned or copied for the student.

Note-taking is intended as assistance with notes on days you are present in class. It is NOT a substitute for attending class. You will gain much more information from lectures than you will from notes. If you're able, take your own notes and use the classmate's notes as a supplement.

Requesting accommodations for next semester

- If you are requesting the same accommodations for next semester, you will simply follow the same process:
 - Sign into minerAccess
 - request your faculty notification letter(s)
 - SDS will email the letters
 - meet with your instructors
- You will not need to meet with your access coordinator/advisor to renew, unless you are requesting a change to your accommodation plan, including converting temporary accommodations to accommodations that are continuous in nature.