

MISSOURI S&T

Testing and Student Disability Services

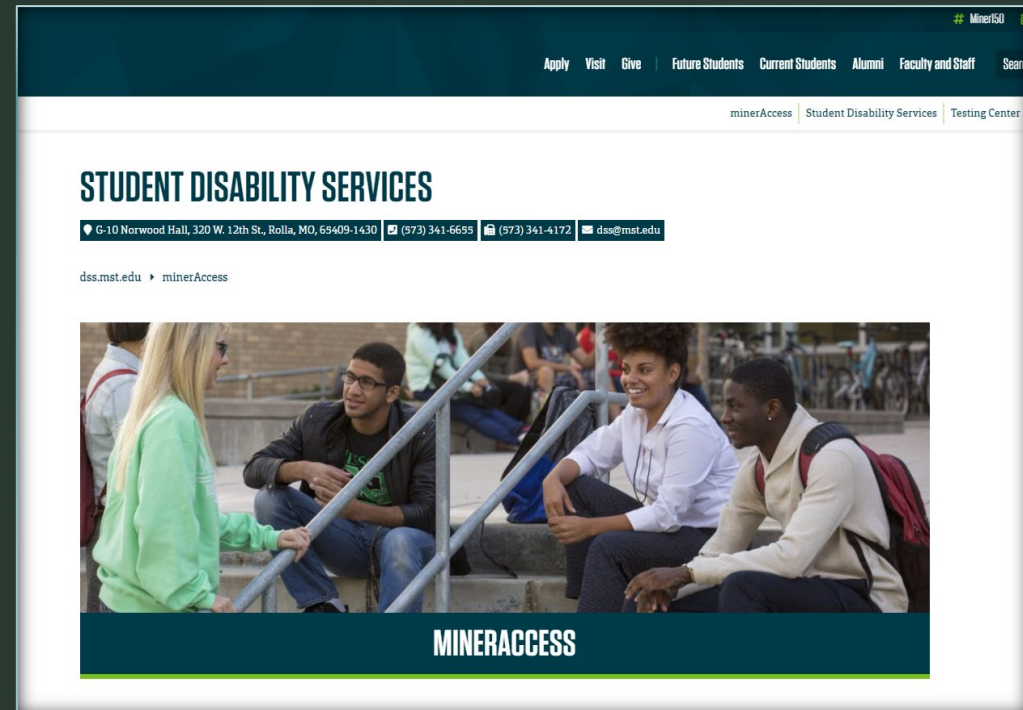
Guide to Using Accommodations

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

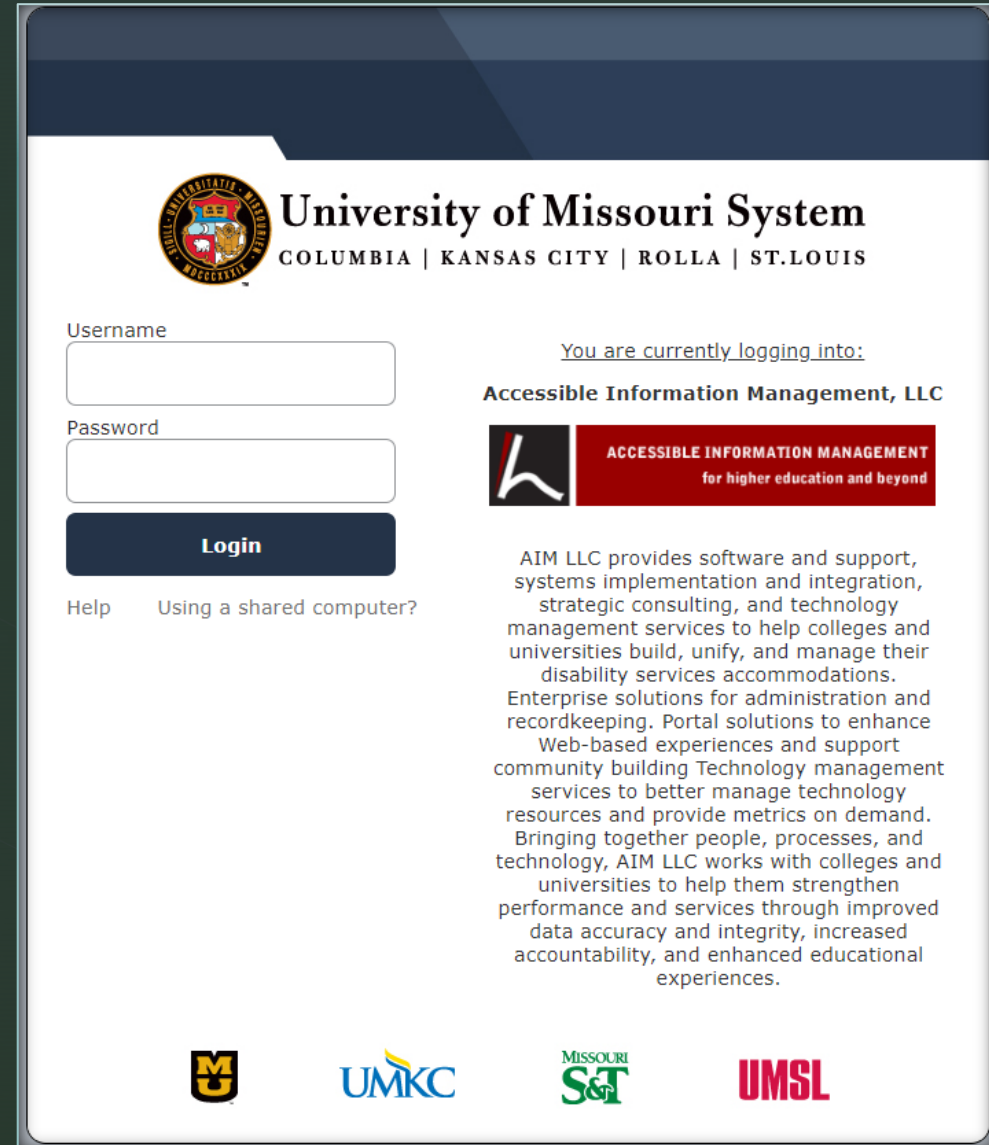
Navigating your minerAccess account: Step 1

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.



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's Accessible Information Management, LLC. At the top, the University of Missouri System logo is displayed next to the text "University of Missouri System" and "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". Below this, there are input fields for "Username" and "Password", followed by a dark blue "Login" button. To the right of the login fields, a link says "You are currently logging into:". Below this link, the text "Accessible Information Management, LLC" is shown above the AIM LLC logo, which consists of a stylized 'A' and the text "ACCESSIBLE INFORMATION MANAGEMENT for higher education and beyond". Further down, a paragraph describes AIM LLC's services: "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." 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. There are also links for "Help" and "Using a shared computer?" near the login button.

Username


Password

Login





[Help](#) [Using a shared computer?](#)

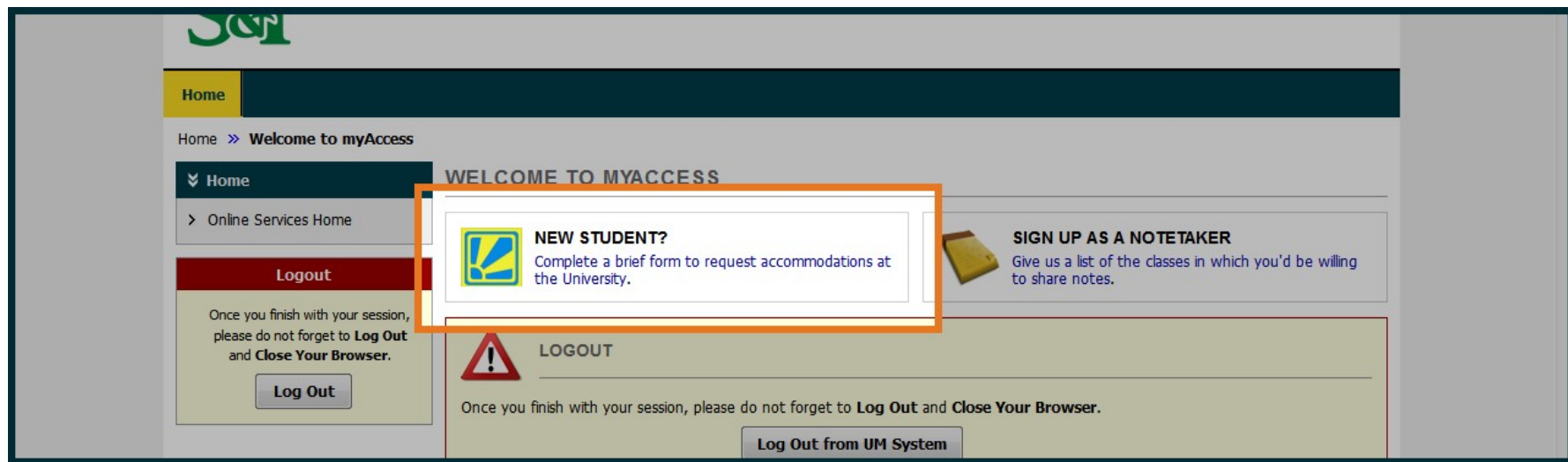
You are currently logging into:

Accessible Information Management, LLC

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

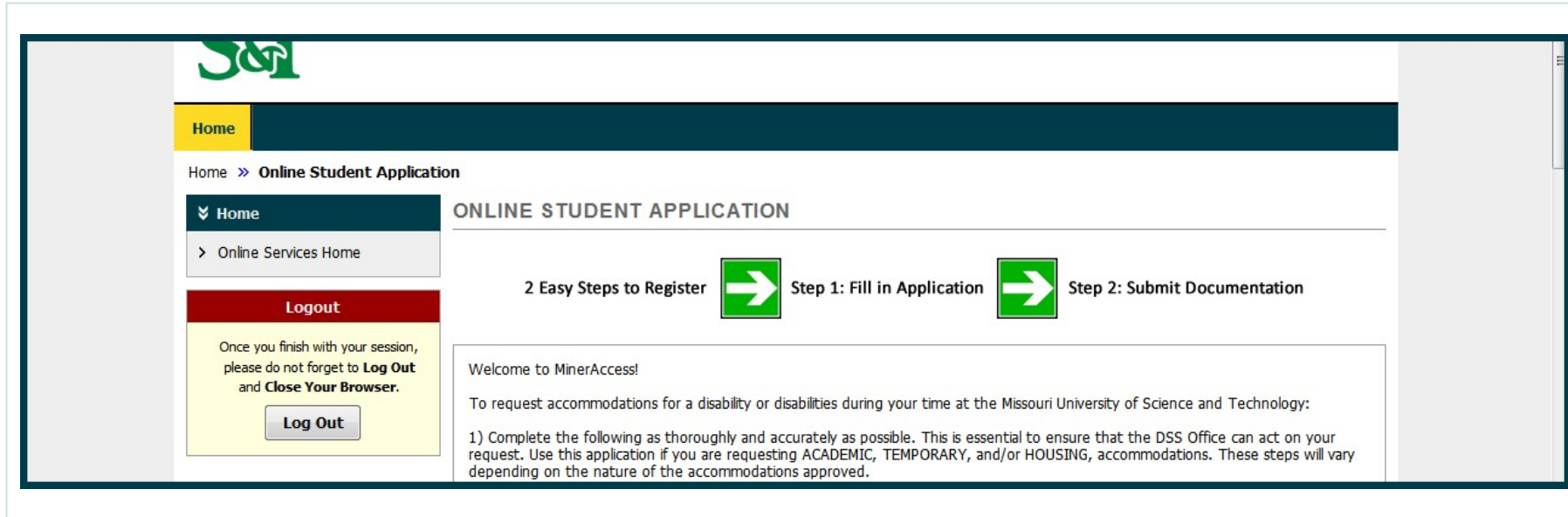
AIM LLC provides software and support, systems implementation and integration, strategic consulting, and technology management services to help colleges and universities build, unify, and manage their disability services accommodations. Enterprise solutions for administration and recordkeeping. Portal 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.



Navigating your minerAccess account: Step 3

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



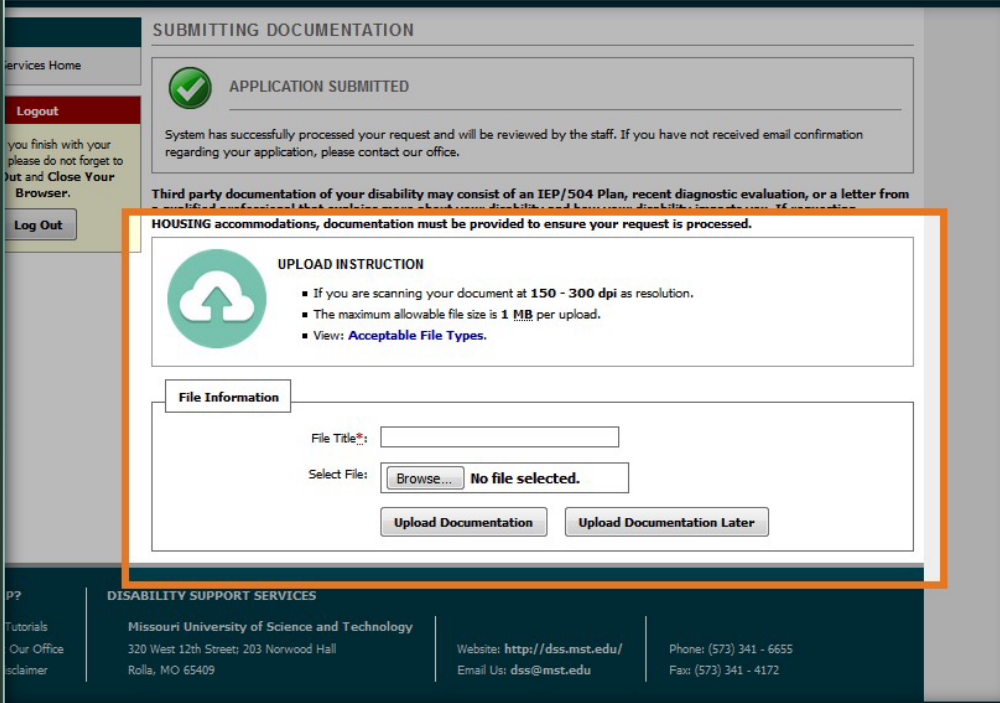
Navigating your minerAccess account: Step 4

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.****



The screenshot displays the 'SUBMITTING DOCUMENTATION' section of a web application. At the top, a green checkmark icon indicates 'APPLICATION SUBMITTED'. Below this, a message states: '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.' A note mentions that third-party documentation for disability may include an IEP/504 Plan, a recent diagnostic evaluation, or a letter from a qualified professional. Below this, a section titled 'HOUSING accommodations, documentation must be provided to ensure your request is processed.' contains an 'UPLOAD INSTRUCTION' box with a cloud upload icon and three bullet points: 'If you are scanning your document at 150 - 300 dpi as resolution.', 'The maximum allowable file size is 1 MB per upload.', and 'View: [Acceptable File Types.](#)'. Underneath is a 'File Information' section with a 'File Title' input field, a 'Select File' button labeled 'Browse...' (which shows 'No file selected.'), and two buttons: 'Upload Documentation' and 'Upload Documentation Later'. The footer of the page includes 'DISABILITY SUPPORT SERVICES' for Missouri University of Science and Technology, with contact information for Rolla, MO, including a website, email, and phone/fax numbers.


services Home

Logout

you finish with your please do not forget to put 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 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.

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Support Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- ☐ Summer 2017 - MATH 1214.1A - Calculus For Engineers I (CRN: 7####)
- ☐ Summer 2017 - CHEM 1310.1A - General Chemistry I (CRN: 7####)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR SUMMER 2017

Refine Search Result: **Search All**

Refine Search

Previous Term Term: Summer 2017 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.