HOW TO REQUEST DISABILITY-BASED ACCOMMODATIONS

Welcome, from Access and Disability Services (ADS)! The first step in making an accommodation request, is for you, the student, to complete our online disclosure and request form. Just follow the steps below!

(You may wish to keep these instructions nearby as you complete the form.)

TO ACCESS THE FORM:
1. Login to Gateway.
2. Click on the “Forms” icon
3. On the LEFT side of the page, click on the link for “Disability Disclosure and Accommodation Request”
   (The sample view below will be slightly different for returning students)
4. Complete the form as comprehensively as possible.

TO BE SURE YOUR FORM IS RECEIVED...
1. Double-check that all fields were filled in. Pay particular attention to text in red, indicating REQUIRED fields.

2. After you complete all entries and click Validate and Submit Form, one of two things will happen:
   A. Just above the “Validate and Submit Form” button, you’ll see an error message like this one:
   
   This means that you didn’t complete a field that you needed to. Please go back and find what had been left blank, fill it in, and then click “Submit Form” again.

   B. You’ll get the following message (and if you do, you’re done!)

   After your form has been successfully submitted, you’ll receive an auto-generated email from ADS with next steps about submitting documentation. Be sure to respond to that message as promptly as possible.

If you have any trouble, call ADS at (717)245-1734 or email us at access@dickinson.edu. We’re here for you!