

# HOW TO REQUEST DISABILITY-BASED ACCOMMODATION

Welcome Students! Follow the instructions below to request any disability-based accommodation(s) at Dickinson.

**STEP 1:** Login to the Dickinson Gateway



CLIQ

**STEP 2:** Click on the “CLIQ” icon. A new page will open.

CLIQ

Academic

Form Center

Institutional Loans

Profiles

Travel

**STEP 3:** From the menu on the left, click the drop-down for FORM CENTER and select “Forms” and then “Access and Disability Forms”.

**STEP 4:** From the list of forms available select “Disability Disclosure and Accommodations Request”

Access & Disability Services Forms

Access Plan Confirmation of Understanding

Disability Disclosure & Accommodation Request

**STEP 5:** If you have never filled out the form before click “Start the Form”

**\*If you have filled out the form before, do not** click the blue Disability Disclosure and Accommodation Request button. Instead, click “Accommodation Request Form” and click the “Edit Form” button from there.

What would you like to do?

Start the form

Cancel

Accommodation Request Form

In Progress

**STEP 6:** Once you have completed all relevant sections of the form, click “Submit Form”  
(Required fields are indicated by an asterisk.)

Submit Form

*(If any required questions were unanswered, you will see a list of items to complete. Click each item to go directly to that question on the form. After completing all questions, click “Submit Form” again.)*