

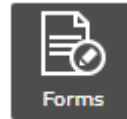
HOW TO REQUEST DISABILITY-BASED ACCOMMODATIONS

Welcome, from Access and Disability Services (A.D.S.)! The first step in making an accommodation request, is for you, the student, to complete our online disclosure and request form, following the instructions below.

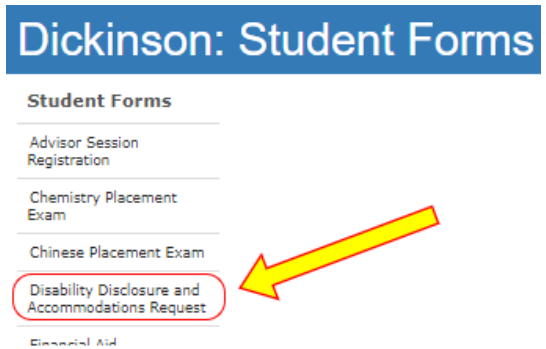
TO ACCESS THE FORM...

STEP 1: Login to the Dickinson [Gateway](#).

STEP 2: Click on the student “Forms” icon. A new page will open.



STEP 3: From the alphabetical list on the left side of the page, click on “**Disability Disclosure and Accommodation Request.**”



STEP 4: After reading the important introductory information, click the “Begin Accommodation Request” button.

[Begin Accommodation Request](#)

TO COMPLETE THE FORM...

Complete each section of the form, beginning with reporting your diagnostic information. For the remainder of the form, complete only those sections for which you are seeking accommodations. Within a particular section, do your best to respond to every question. You must respond to REQUIRED fields, indicated by their red color.

Once you have finished, click “Validate and Submit Form” to determine if your form is complete.

[Validate and Submit Form](#)

If it is not, a message will appear, indicating that “...validation errors were encountered. Click in the item to navigate directly to the question. Questions marked with an exclamation point [!] need to be addressed.”

The following validation errors were encountered. Click in the item to navigate directly to the question. Questions marked with a need to be addressed.

After attending to missing items, click the submit button again. If your form was submitted successfully, this message will appear:

Your form has been successfully submitted. You should receive an email confirmation shortly that includes information as to the next steps you need to take.

Look for an auto-generated email from A.D.S. with next steps about submitting documentation. Be sure to respond to that message as promptly as possible.

Are you having trouble? Call A.D.S. at (717) 245-1734 or email access@dickinson.edu. We're here for you!