

Charger Access Portal

How to Request Accommodations

STEP 1

Visit the Charger Access Portal at <https://dss.cyprsscollege.edu/>

Apply to DSS Request Accommodation Letters

Charger Access Student Portal

Click on “Request Accommodation Letters”

STEP 2

Login using your myGateway ID and password.

MyGateway ID: @

Password:

LOGIN

[Forgot username?](#) [Forgot password?](#)

[MyGateway Status](#)

STEP 3

You will see the list of courses in which you are currently enrolled.

Click on “Request” next to the class for which you need accommodations.

Main menu 069 · log out


Accommodations FAQ Submit a comment Help

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Summer Session 2020 Refresh

Course	Status	Request	Letter
MAKEUP 101 Section 01	Sent Your accommodation letter has been sent to your instructor.		Get letter
LIPSTICK 101 Section 02	Sent Your accommodation letter has been sent to your instructor.		Get letter
Contour 101 Section 01	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
LASHES 100 Section 01	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	



STEP 4

Your approved accommodations are displayed. Pay close attention to the classroom (C) and testing (T) accommodations. If you see an accommodation twice, this means you have been approved for it in the classroom (C) and for testing (T).

Click on the accommodations you will need.


Main menu

Request Accommodations

Please note: Both your Classroom (C) and Testing (T) accommodations is because you have been approved to use it in both the Classroom (C) accommodations, please uncheck the box to the left. If you would like to if you are requesting additional accommodations that you do not see list to make an appointment at dss-students@cypresscollege.edu.

Your accommodations

- Adapted table (C)
- Assistive listening device (C)
- Audio books (C)
- Braille (T)
- Dragon (T)
- E-text (C)
- Extra time on quiz/exam (T): 50%
- Kurzweil (T)
- Livescribe smartpen (C)
- Multiplication table (T)
- Note taking assistance (C)
- Reader (T)
- Remote Transcription (C)
- School issued calculator (T)
- Scribe (C)



STEP 5

Now, select whether the accommodations are correct the way they are or if you would like to request additional accommodations that have not yet been approved.

Please indicate if your accommodations require any changes

- My accommodation(s) are correct the way they are
 I need additional accommodations that are not listed here. I understand that I may need to provide additional documentation to receive approval for new accommodations. I have provided information about my request in the notes.

Optional note:



STEP 6

Read the testing policy at the bottom of the request. Checkmark "I agree" and submit your accommodation request. This will generate a letter to your instructor. You will also receive a copy of this letter. We recommend you contact your instructors to introduce yourself and to discuss your request.

Your request will be approved after submittal. If, however, you requested additional accommodations for which you have not yet been approved, DSS will contact you with further instructions.

Terms

Testing Policies:

I must take exams/quizzes on the same day and time as the class unless DSS receives notification from the instructor stating that alternate arrangements have been made.

I will make an appointment three (3) business days before my testing date or five (5) business days before if I have special needs such as: computer, enlargement, scribe, Kurzweil, etc.

If I fail to make an appointment twice in any given semester, my testing accommodations will be suspended pending a meeting with a DSS counselor or director.

I understand unauthorized items are not allowed in the testing area or during accommodative breaks.

I understand that Cell phones and smart watches are to be turned in to DSS staff and will remain in a locked cabinet for the duration of the exam.

I will place all other personal items (bags, books, etc.) in the shared cabinets for the duration of the exam. Furthermore, I understand that an exam will be terminated and an incident report will be submitted to the Dean of C&SD if I bring an unauthorized item into the testing room.

I agree to the terms outlined above



STEP 7

You will be returned to the course listing screen. Proceed with requesting accommodation letters for your other courses. Repeat the previous steps.

To access a copy of your letter that was sent to your instructor, click on "Get Letter."

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

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Your courses:

Show term: Summer Session 2020

Refresh

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