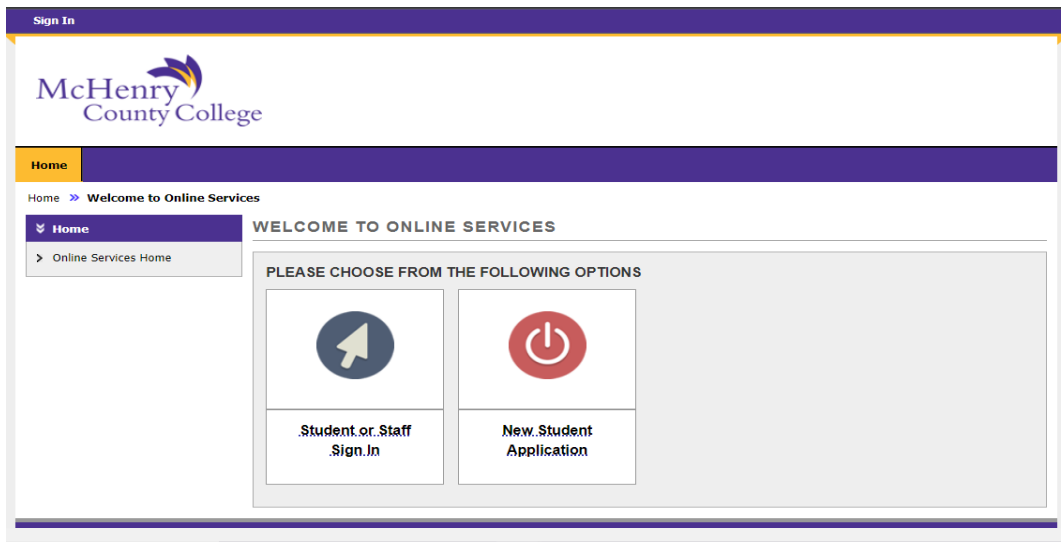


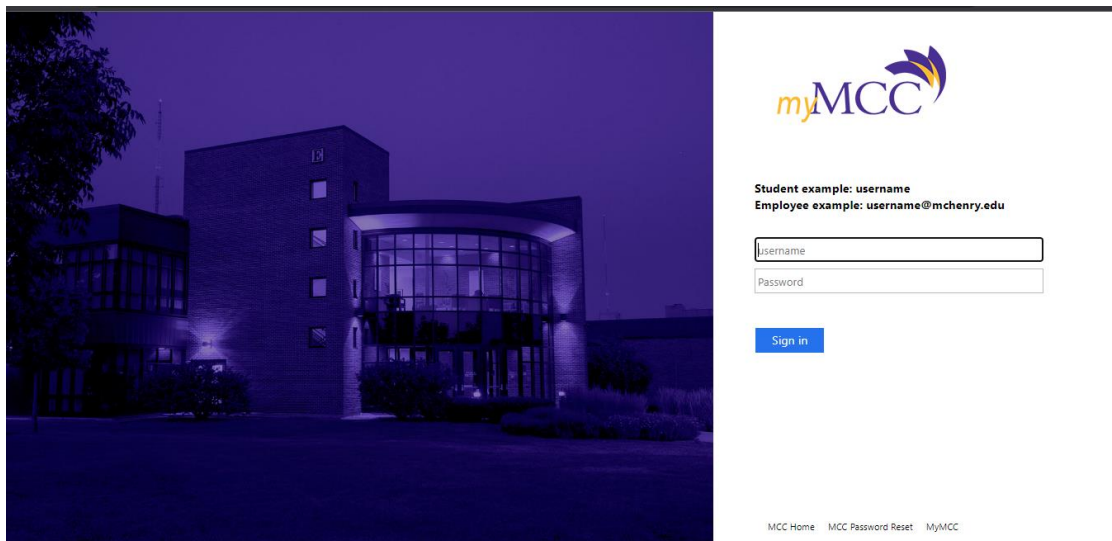
# Instructions for Requesting Accommodations through the ADS Student Portal

Please review the following instructions to request your accommodations through the ADS Student Portal. You will need to request your accommodations each semester. If you are having trouble requesting your accommodations, please contact our office at [disabilityservices@mchenry.edu](mailto:disabilityservices@mchenry.edu), 815-455-8766, or Room A256.

- 1: Go to the online [ADS student portal](#). After clicking the link, you will be taken to a landing page that says, "Welcome to Online Services." From there, you will click the tile with the gray arrow that says "Student or Staff Sign In."



- 2: You will be re-routed to an MCC page which asks you to enter your MCC-issued username and password. Remember that your username is the first part of your email address that does not have @students.mchenry.edu.




3: After logging in, you will be directed to the Overview page, also referred to as your dashboard. The Overview page will have important messages and then have a box that says, “Select Accommodations for Your Class.” Read the important messages, and then scroll down to your classes.

Home >> My Dashboard >> Overview

**Login as User Feature**

[Back to My Profile](#)

**OVERVIEW**



**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- Your To Do List:**
  - No Accommodation Requests Found**
  - You have not requested notification letters for the current term. Please make sure to request notification letters as soon as possible for any classes in which you need accommodations.

**Select Accommodations for Your Class**

**Important Note**

- Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Access and Disability Services.
- Your courses might not display below if you are part of the course waiting list.
- To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
- If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
- If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Any questions or concerns? Use the following contact information:  
Phone: (815) 455 - 8766  
[Send an Email](#)

4: Check the box for each class in which you will be using your accommodations, and then click “Step 2 – Continue to Customize Your Accommodations,” which is listed under your classes.

**My Accommodations**

- My Eligibility
- List Accommodations
- Alternative Testing
- Notetaking Services

Any questions or concerns? Use the following contact information:  
Phone: (815) 455 - 8766  
[Send an Email](#)

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Select Accommodations for Your Class**

**Important Note**

- Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Access and Disability Services.
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- To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
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- If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

**Step 1: Select Class(es)**

Fall 2023 - MAT 120.005 - GENERAL EDUCATION STATISTICS (CRN: 198835)

5: You will be taken to the overview screen where you will see your selected classes. Under each class, select the approved accommodations that you want sent to that instructor. You will need to check the box for each accommodation under each class.

The screenshot shows a web interface with a purple header and a sidebar on the left. The main content area is titled 'OVERVIEW' and contains the following elements:

- Header:** 'My Dashboard' (highlighted in orange), 'Home > My Dashboard > Overview'
- Left Sidebar:**
  - Login as User Feature:** 'Back to My Profile' button.
  - Home:**
    - > My Dashboard
    - > My Profile
    - > Additional Accommodation Request Form
    - > My Mailbox (Sent E-Mails)
  - My Accommodations:**
    - > My Eligibility
    - > List Accommodations
    - > Alternative Testing
- Main Content:**
  - Final Step: Select Accommodation(s) for Each Class**
  - MAT 120.005 - General Education Statistics (CRN: 198835)**
  - Fields for Instructor(s), Days and Time(s), Date Range(s), and Location(s) are present but redacted with a black box.
  - A yellow warning box:  Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.
  - Select Accommodation(s) for MAT 120.005** section with three checkboxes:
    - Accessibility aide
    - Accessible desk/furniture
    - Alternative to scantron

6. Click "Submit Your Accommodation Request" at the bottom.

The screenshot shows the bottom portion of the form, including:

- Buttons:** 'Submit Your Accommodation Requests' and 'Back to Overview'.
- Logout Section:** A red 'Logout' button and text: 'Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.' Below it is a 'Log Out' button.
- Questions? Contact Us!** Section with text: 'Please contact our office if you have any questions or concerns.' and a signature block: '\*\*\*CUSTOMIZE ME\*\*\* This is your default email signature that will populate in all email templates unless you provide a custom signature for that particular email template. This should be your general contact information for your office.'
- Footer:** A purple bar with 'NEED HELP?' and 'ACCESS AND DISABILITY SERVICES' sections.
  - NEED HELP?:** 'Access Tutorials', 'Contact Our Office'.
  - ACCESS AND DISABILITY SERVICES:** 'McHenry County College', '8900 US Highway 14', 'Website: Visit Us', 'Phone: (815) 455-8766'.

7. Wait to receive an email from ADS confirming that your instructors have been notified about your accommodations; this email will come to your MCC student email address. ADS typically sends accommodation notices shortly before the semester begins. If you request accommodations after the start of the semester, your instructors will generally be notified within two business days.