WNC DISABILITY SUPPORT SERVICES – ACCOMMODATIONS REQUEST

From the DSS Homepage, use your WNC Anywhere credentials to login to your MyDSS account. Students, enter a "w" followed by your NSHE student ID number. Faculty and staff enter first.last name.

Figure 1 MyDSS Login Screen
Once you login, you will see your student Dashboard with IMPORTANT MESSAGE(S). Scroll down until you see your class schedule. Select the classes you wish to receive accommodations for, by checking the check boxes. Once you have selected which classes you’d like to receive accommodations for, click the Step 2 – Continue to Customize Your Accommodations button.

![Figure 2 Class Selection For Accommodations Screen](image-url)
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Select which accommodations you would like, per class. If you would like AIM to email your accommodation letter(s) to your instructor(s), you will need to select the checkbox, listed below your accommodations. (NOTE: If you do not wish for AIM to email your accommodation letter(s) to your instructor(s), you will need to print a copy of your accommodation letter(s) and hand deliver it to your instructor(s).

Figure 3 Accommodations & Notifications Selection Screen
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After you have selected which accommodation(s) you would like, and how you’d like your accommodation(s) letter(s) to be delivered to your instructor(s), click the Submit Your Accommodations Requests button.

Figure 4 Submit Your Accommodations Request Screen
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After submitting your accommodation request, you will be taken back to your student Dashboard, where you will receive confirmation of the system successfully processing your request.

![Figure 5 Processing Request Confirmation Screen](image)

Please allow up to 24 hours for your accommodation(s) request(s) to be processed. If you chose to have AIM email your accommodation letter(s) to your instructor(s), letters will start being emailed one week before the start of the semester.

If you have any questions or need assistance please contact the WNC Disability Support Services Office at 775-445-3281.