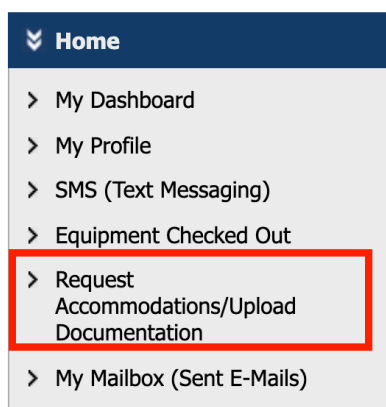


## Requesting Accommodations/Uploading Documentation

Through your Disability Resources Student Portal, you have the ability to request accommodations and upload documentation – this feature can be used for making housing/dining and academic accommodation requests, as well as to fulfill the yearly update requirement.

**Note: If you are making a housing request, you may also be required to complete a Residential Life Application and participate in the housing lottery.**

Once you log into your account, select **Request Accommodations/Upload Documentation** on the left side of your Dashboard.



Select **Submit Additional Accommodation Request Form** on the page that follows.

### SUBMIT ADDITIONAL DOCUMENTATION

List [New Application](#)

Please follow the instructions to submit an additional accommodation request form. Documentation Guidelines are available on the [Office of Disability Resources website](#) or by emailing [disability@rochester.edu](mailto:disability@rochester.edu).


[Submit Additional Accommodation Request Form](#)

Complete the questionnaire on the following page, then click the **Submit Application** button.

**You only need to respond to the questions that are applicable to what you're requesting.**

Your screen should then read **Application Submitted**.

During the next step, you'll have the opportunity to submit your documentation directly into the portal. If you're ready to do so, enter a **File Title**, use **Choose File** to select the file from your computer, and click **Upload Documentation**.

**APPLICATION SUBMITTED**

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You've successfully submitted your request. If you do not receive an email confirmation, please first check your junk/spam folder and then contact our office.

[Back to List of Applications](#)

**Information**

Application Term: **2019 - Spring**  
Start Term: **2019 - Fall**  
Application Status: **1 - Processing**  
First Submitted: **Wednesday, February 06, 2019 at 11:39:10 AM**  
Last Updated: **Wednesday, February 06, 2019 at 11:39:10 AM**

**FILE UPLOAD**

**UPLOAD INSTRUCTION**

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **5 MB** per upload.
- View: [Acceptable File Types](#).


**File Information**

File Title\*:   
Select File:  **No file chosen**

[Upload Documentation](#)

You should see a confirmation screen, and your file will be listed at the bottom of the page. An access coordinator will review your submission and follow up with you.

**REQUEST ACCOMMODATIONS/UPLOAD DOCUMENTATION** List **New Application**



### FILE WAS SUCCESSFULLY UPLOADED

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The file was successfully uploaded. You will receive a confirmation email. If you need to upload another file, please use the file upload feature again.

[Back to List of Applications](#)

**Information**

Application Term: **2019 - Spring**


Start Term: **2019 - Spring**

Application Status: **1 - Processing**

First Submitted: **Wednesday, April 17, 2019 at 01:57:50 PM**

Last Updated: **Wednesday, April 17, 2019 at 01:57:50 PM**

**FILE UPLOAD**



### UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **5 MB** per upload.
- View: [Acceptable File Types](#).

**File Information**

File Title\*:

Select File:  **No file chosen**

[Upload Documentation](#)

**List File Uploaded Electronically**

**Important Note:** For security reasons, if you need to modify or remove your documentation, please contact our office.

Document Title	Date Uploaded	Size
Documentation	04/17/2019 at 01:59:18 PM	<b>11 KB</b>

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