



UNIVERSITY OF MISSISSIPPI  
**STUDENT DISABILITY SERVICES**

**Tutorial**

**How to Request Accommodations/Eligibilities**

Before requesting accommodations/eligibilities you must first get connected with our office.

For instructions, please visit <http://sds.olemiss.edu> and select “Apply for Service.”

**Step 1:** Visit the SDS website, and select the “Rebel Access” button.

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Student Disability Services

Home About Us Current Students Parents Faculty SDS Testing Center Resources FAQs

**Welcome!**  
UNIVERSITY OF MISSISSIPPI  
**STUDENT DISABILITY SERVICES**

**APPLY FOR SERVICES** **REBEL ACCESS**

**FOR ASSISTANCE:**  
✉ [sds@olemiss.edu](mailto:sds@olemiss.edu)  
☎ 662-915-7128  
☎ 662-638-0379 (VP)  
☎ 662-915-5972 (Fax)  
📍 234 Martindale (Click for Map)

**OFFICE HOURS:**  
Monday-Friday 8am to 5pm  
Messages may be left on the office's voice mail system when the office is closed.

**Policies**  
**Forms**  
**Student Privacy and Confidentiality**  
**Documentation Guidelines**  
**Accommodation Information**  
**Disability Specific Information**  
**Accessible Format and Assistive Technology**

**VISION:** Student Disability Services embraces an educational community that celebrates and values the uniqueness and diversity of each student.

**MISSION:** In the spirit of equity, and in collaboration with the larger campus community, Student Disability Services leads the university in its commitments to recognize disability as a valued aspect of diversity, to embrace access as a matter of social justice, and to design more welcoming and inclusive environments.

**CORE VALUES:** As a department, and as individuals, we are committed to following the below Core Values as the foundation of our philosophical and decision-making processes:

- We recognize disability as a dimension of human variation and consider it to be an interaction between the person and the artificially-created barriers to physical, educational, economic, social, and policy environments.
- We support university standards and integrity by valuing high expectations for all students, including those with disabilities.

**Step 2:** On the Rebel Access Portal page, select the “Rebel Access Students” button.

The screenshot shows the Rebel Access Portal page. At the top, there is a navigation bar with links: Home, About Us, Current Students, Parents, Faculty, SDS Testing Center, and Diversity and Inclusion. Below the navigation bar is a section titled "Rebel Access Portal" with a message: "Please click one of the buttons below to sign in to your respective Rebel Access Portal. Below the buttons is a section for tutorials to help guide you in learning how to use the Rebel Access Portals." There are four buttons: "Student Portal" (circled in red), "Instructor Portal", "Notetaker Portal", and "Interpreting Portal". Each button features the University of Mississippi logo and the text "REBEL ACCESS" followed by the portal name. Below the buttons is a section titled "Rebel Access Tutorials" with three links: "Rebel Access Student Tutorials", "Rebel Access Faculty/Instructor Tutorials", and "Rebel Access Notetaker Tutorials". On the right side, there is contact information for the Main Office (Martindale) and the SDS Testing Center (Kinard).

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## Student Disability Services

Home | About Us | Current Students | Parents | Faculty | SDS Testing Center | Diversity and Inclusion

### Rebel Access Portal


**1** Please click one of the buttons below to sign in to your respective Rebel Access Portal. Below the buttons is a section for tutorials to help guide you in learning how to use the Rebel Access Portals.

Student Portal




REBEL ACCESS  
Students

Instructor Portal




REBEL ACCESS  
Instructor

Notetaker Portal



REBEL ACCESS  
Notetaker

Interpreting Portal



REBEL ACCESS  
Interpreting

**Rebel Access Tutorials**

- [▶ Rebel Access Student Tutorials](#)
- [▶ Rebel Access Faculty/Instructor Tutorials](#)
- [▶ Rebel Access Notetaker Tutorials](#)

**MAIN OFFICE – MARTINDALE:**

- ✉ [sds@olemiss.edu](mailto:sds@olemiss.edu)
- ☎ 662-915-7128
- ☎ 662-638-0379 (VP)
- ☎ 662-915-5972 (Fax)
- 📍 234 Martindale (Click for Map)

**SDS TESTING CENTER – KINARD:**

- ✉ [sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu)
- ☎ 662-915-2514
- 📍 366 Kinard Hall (Click for Map)

**UM Commitment to Access & Inclusion**

- [SDS Policies](#)
- [Documentation Guidelines](#)
- [Accommodation Information](#)
- [SDS Appeal Process](#)

**Step 3:** Sign in to Rebel Access using your Web ID information.

The screenshot shows the WebID Authentication Required page. It features the University of Mississippi logo and the text "WebID Authentication Required". Below this, there are two input fields: "WebID:" and "Password:". At the bottom, there is a "Sign In" button and a "Password Help" link. The footer contains the copyright notice: "Copyright © 2018 University of Mississippi. All rights reserved."

THE UNIVERSITY of MISSISSIPPI

## WebID Authentication Required

WebID:

Password:

[Password Help](#)

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**Step 4:** From My Dashboard - Navigate to "Select Accommodations for your Class." Circled in red as shown in the figure below.

The screenshot shows the 'My Dashboard' page for a student at the University of Mississippi. The top navigation bar includes 'Welcome Student!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The main header features the university logo and name. Below this, a 'My Dashboard' section contains several utility buttons: 'Login as User Feature', 'Back to My Profile', 'SMS (Text Messaging)' with a status of 'In-Active' and an 'Update Preference' button, and a 'Home' menu with links to 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Equipment Checked Out', 'Renew Accommodations or Request New Accommodations', and 'My Mailbox (Sent E-Mails)'. A 'My Accommodations' menu is also present with links to 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Alternative Testing', and 'My E-Form Agreements'. At the bottom left, there is a contact icon and text: 'Any questions or concerns? Use the following contact information:'. The main content area is titled 'OVERVIEW' and features a prominent yellow 'IMPORTANT MESSAGE(S)' box. This box contains a warning icon, the text 'Please read the following message(s) regarding your account:', a 'Your To Do List' section with the heading 'No Accommodation Requests Found', and a paragraph stating 'You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.' It also provides contact information for Student Disability Services: 'The University of Mississippi, Student Disability Services, 234 Martindale, University, MS. 38677-1848, Phone: 662-915-7128, Fax: 662-915-5972, sds@olemiss.edu, http://sds.olemiss.edu'. A large red arrow points from the 'Select Accommodations for Your Class' link in the left-hand menu to the 'IMPORTANT MESSAGE(S)' box. Below the message box, there is an 'Important Note' section with four numbered instructions regarding course display and request modification. The 'Select Accommodations for Your Class' link in the left-hand menu is circled in red.

Welcome Student! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

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My Dashboard

Home >> My Dashboard >> Overview

OVERVIEW

**IMPORTANT MESSAGE(S)**

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

- Your To Do List:**
  - No Accommodation Requests Found**

You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

If you have any questions, please contact our office.

The University of Mississippi  
Student Disability Services  
234 Martindale  
University, MS. 38677-1848  
Phone: 662-915-7128  
Fax: 662-915-5972  
[sds@olemiss.edu](mailto:sds@olemiss.edu)  
<http://sds.olemiss.edu>

**Select Accommodations for Your Class**

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Disability Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, 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:

**Step 5:** Under the heading “Select Accommodations for Your Class,” select the classes you would like to request accommodations for as shown in the figure below.

**Select Accommodations for Your Class**

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Disability Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

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

- Summer 2018 - TEST 100.001 - TEST COURSE 1 (CRN: X0001)
- Summer 2018 - TEST 200.001 - TEST COURSE 2 (CRN: X0002)
- Summer 2018 - TEST 300.001 - TEST COURSE 3 (CRN: X0003)

Agreement to request accommodation language.

**Step 2 - Continue to Customize Your Accommodations**

**LIST ACCOMMODATIONS FOR SUMMER 2018**

Refine Search Result: **Search All** ▼

**Refine Search**

Previous Term      Term: Summer 2018      Next Term

**No Accommodation Request Found**

Questions? Contact Us!

\*You do not have to select all of your classes.

**Step 6:** Then scroll down and select “Step 2-Continue to Customize Your Accommodations” as shown in the figure below.

**Step 2 - Continue to Customize Your Accommodations**

**Step 7:** The next page will list your classes for the upcoming term. Under the headings “Select Accommodation(s) for Each Class,” select the accommodation(s) you would like to use for each class as shown in the figure below.

Welcome Mickey Mouse! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

**THE UNIVERSITY of MISSISSIPPI**

**My Dashboard**

Home » My Dashboard » Overview

**SMS (Text Messaging)**  
Status: **In-Active**  
Update Preference

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Renew Accommodations or Request New Accommodations
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:  
**Primary Advisor**  
Name: **Customer Support**

**OVERVIEW**

**SYSTEM UPDATE IS SUCCESSFUL**  
System has successfully processed your request.

**Final Step: Select Accommodation(s) for Each Class**

**TEST 100.001 - Test Course 1 (CRN: X0001)**

Instructor(s): **James Weier**  
Days and Time(s): **MWF at 10:00 AM - 12:00 PM**  
Date Range(s): **01/01/2018 - 12/01/2018**  
Location(s): **TEST 123**

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 TEST 100.001**

Accessible Reading Materials  Accessible Testing  Notetaking Services  
 Use of an Audio-Recording Device in the Classroom

**TEST 200.001 - Test Course 2 (CRN: X0002)**

Instructor(s): **James Weier**  
Days and Time(s): **TR at 03:00 PM - 05:00 PM**  
Date Range(s): **01/01/2018 - 12/01/2018**

\*You do not have to select all your accommodations.

**Step 8:** Scroll down and select “Submit Your Accommodation Requests” as shown in the figure below.

Select Accommodation(s) for RTV 3556C.0001

Alternative Testing

**Submit Your Accommodation Requests** Back to Overview

**Step 9:** A white check mark inside a green circle will display to confirm the system has successfully processed your request as shown in the figure below.

The screenshot shows a web application interface for accommodations. At the top, there is a navigation bar with "Welcome Mickey Mouse!" and links for "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". Below this is a search bar with "LIST ACCOMMODATIONS FOR SUMMER 2018" and a "Refine Search Result: Search All" dropdown menu. A "Refine Search" button is also present. The main content area shows "Previous Term" and "Term: Summer 2018" with a "Next Term" link. Below this is a section for "TEST 100.001 - Test Course 1 (CRN: X0001)" with links for "Modify Request" and "Cancel Request". The instructor is listed as "James Weier", and the days and time are "MWF at 10:00 AM - 12:00 PM". The date range is "01/01/2018 - 12/01/2018" and the location is "TEST 123". A "Request Status" box shows a green checkmark in a circle and the word "Approved". To the right, a "Notification Letter" box shows the status as "Scheduled", last emailed as "Not Specified", last printed as "06/11/2018 at 11:05 AM", and last read by instructor as "Not Specified". Below the request status, a "List Accommodation(s) Selected for TEST 100.001" box lists: Accessible Reading Materials, Accessible Testing, Notetaking Services, and Use of an Audio-Recording Device in the Classroom. To the right, an "Other Information" box contains a link for "View Complete Request History".

- Your request will be forwarded to an SDS staff member.
- A Faculty Notification Letter (FNL) will be sent via email. The timing of when it is sent may vary.
- Letters requested prior to the beginning of the semester will be sent out 5 to 7 business days before the start of the semester. Letters requested after the start of the semester will typically be sent within one business day. Once your letter has been sent to your professor, you will receive a copy.
- Contact your professor(s) to discuss how your accommodations will be implemented in each class.
- A PDF version of your FNL will be available to print after your letter has been sent to your professor. You can choose to deliver it to your faculty directly if needed. A copy of this letter can also be found in your Rebel Access mailbox.

- Any changes to your course schedule will take 24 to 48 hours to appear on your Rebel Access profile.
- Some request will require completion of additional steps. You can find links to these specific topics on your Rebel Access Dashboard after your accommodation requests have been submitted. You will be reminded of this via a message on your home screen.

This concludes our tutorial on How to Request Eligibilities.

**Questions or Problems? Contact SDS!**

**Call: 662-915-7128**

**Email: [sds@olemiss.edu](mailto:sds@olemiss.edu)**