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](http://sds.olemiss.edu) and select “Apply for Service.”

**Step 1:** Visit the SDS website, and select the “Rebel Access” button.
Step 2: On the Rebel Access Portal page, select the “Rebel Access Students” button.

Step 3: Sign in to Rebel Access using your Web ID information.
Step 4: **From My Dashboard** - Navigate to “Select Accommodations for your Class.” Circled in red as shown in the figure below.
**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.

*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 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.

*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.
**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.

- 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