

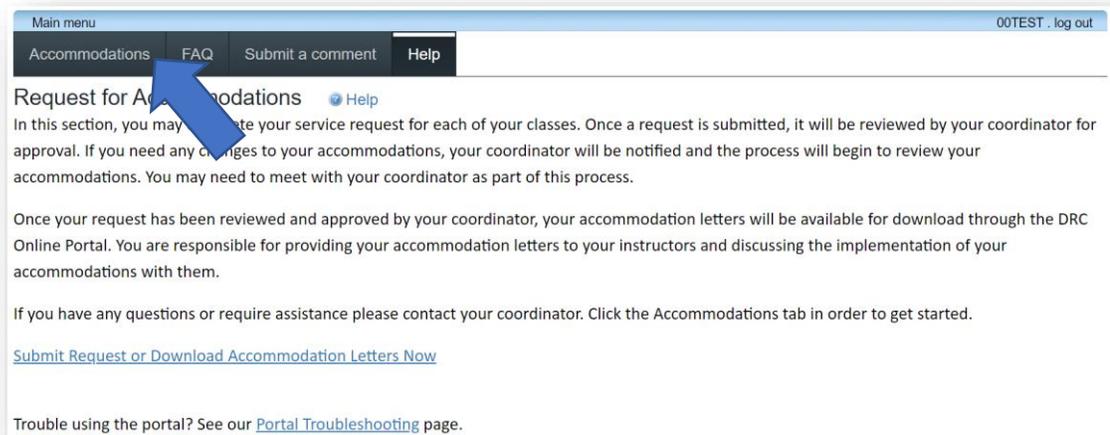
# Using the DRC Online Portal

## To Request Accommodations

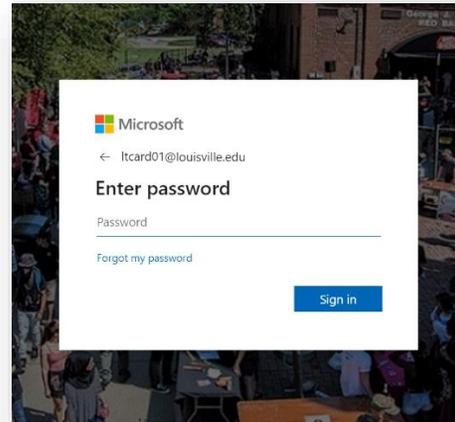
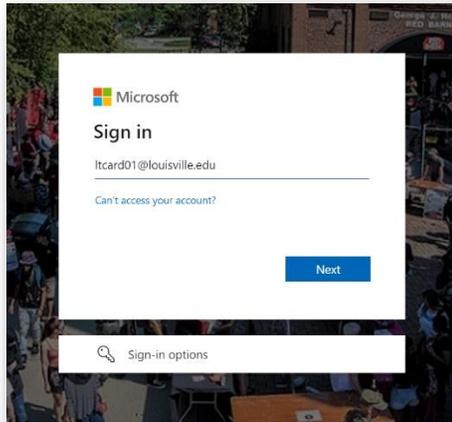
1. Go to the [DRC Online Portal](#).
2. Click "Service Request Form".



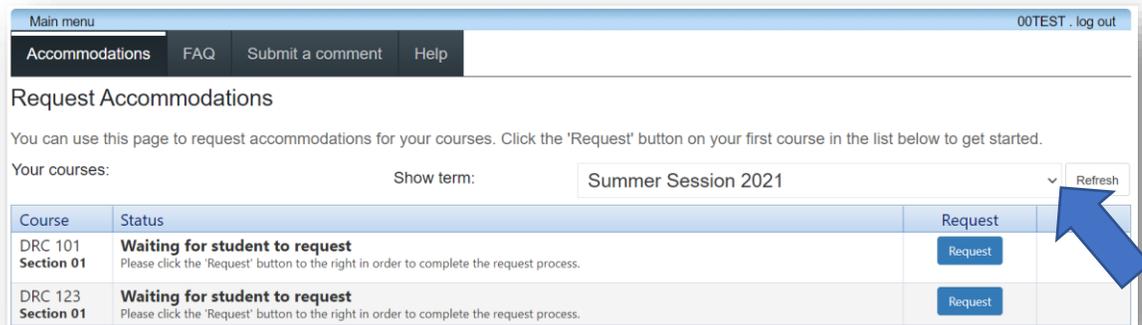
3. Click the "Accommodations" tab.



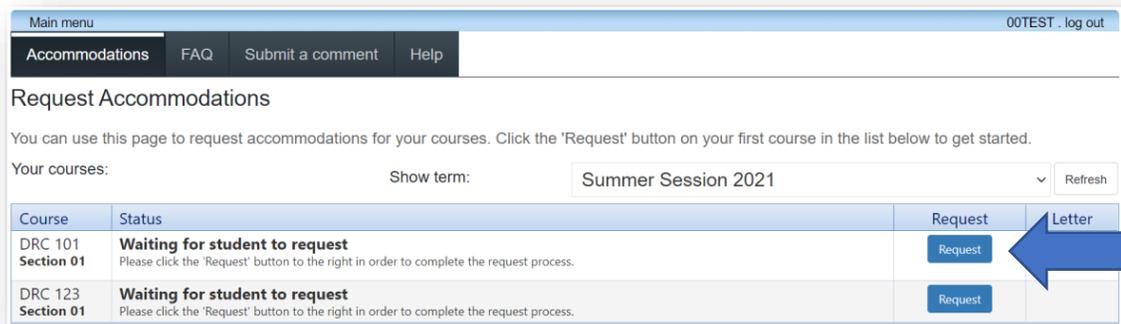
4. Log in using your @louisville.edu account information. (For example, Louie The Cardinal would log in as [ltcard01@louisville.edu](mailto:ltcard01@louisville.edu), not [louie.cardinal@louisville.edu](mailto:louie.cardinal@louisville.edu).)



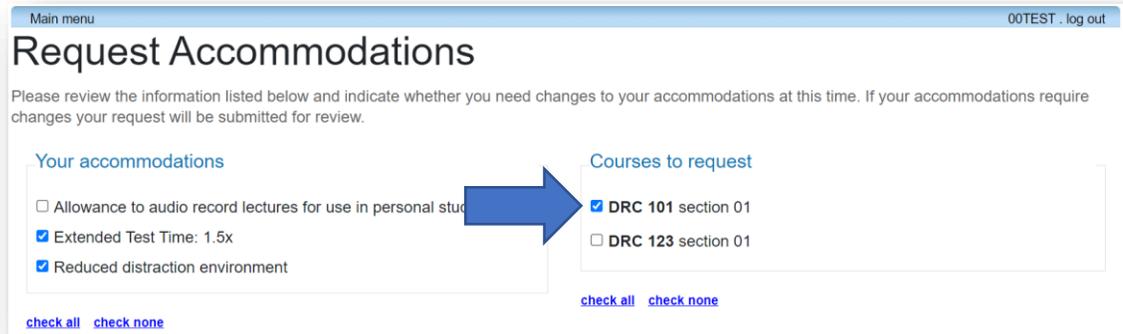
5. Select the correct semester from the “Show term” drop down menu.



6. Click the “Request” button next to one of your courses.



7. If you need the same accommodations across multiple courses, check the boxes next to each course to submit the form for multiple classes at once. If accommodation needs vary from class to class, check one course at a time to submit the form separately for each course.



Main menu 00TEST . log out

## Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

**Your accommodations**

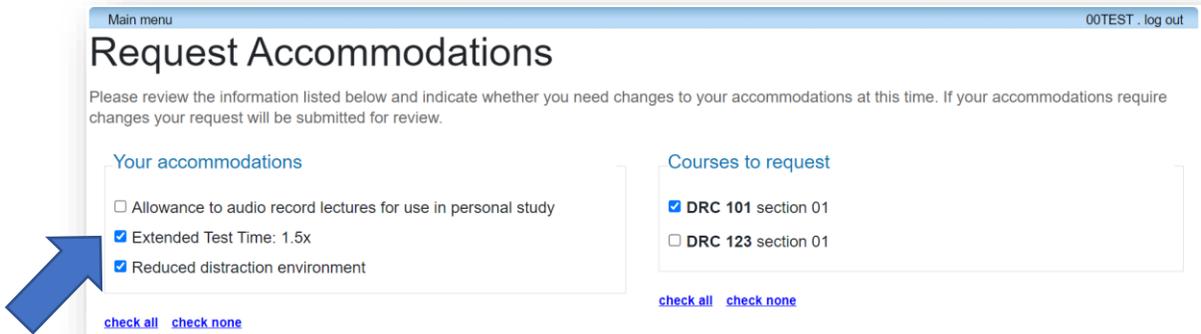
- Allowance to audio record lectures for use in personal study
- Extended Test Time: 1.5x
- Reduced distraction environment

**Courses to request**

- DRC 101 section 01
- DRC 123 section 01

[check all](#) [check none](#)

8. Each of your accommodations will be listed with checkboxes next to each. Check the accommodations you need and uncheck the accommodations that aren't needed.



Main menu 00TEST . log out

## Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

**Your accommodations**

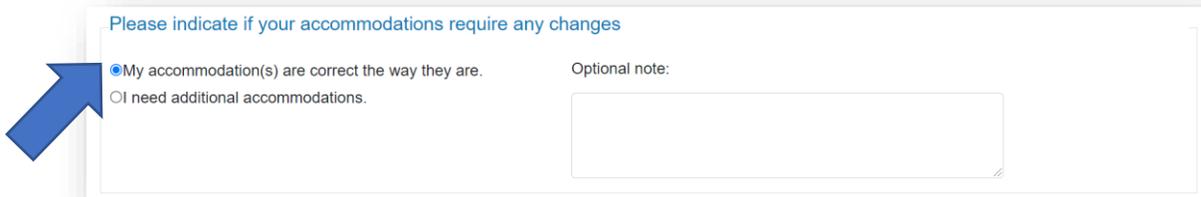
- Allowance to audio record lectures for use in personal study
- Extended Test Time: 1.5x
- Reduced distraction environment

**Courses to request**

- DRC 101 section 01
- DRC 123 section 01

[check all](#) [check none](#)

9. Confirm that your accommodations are accurate or let us know if some other accommodation is needed.



Please indicate if your accommodations require any changes

My accommodation(s) are correct the way they are. Optional note:

I need additional accommodations.

10. Agree to the privacy policy.

**Terms**

Website Privacy & Security Policy

The Disability Resource Center strives to protect the confidentiality of students with disabilities. Students with disabilities must be aware, however, that if an instructor or other staff member is asked to provide an accommodation, he/she may contact the DRC for verification of a disability and clarification of the appropriate accommodations for that student. While DRC staff will not release the documentation or the specific diagnosis without the student's permission, they will verify that the student has appropriate disability documentation on file with DRC and share with the instructor/staff member the appropriate accommodations needed to provide access to University programs and services.

- Information we collect about you
  - o We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms.

I agree to the terms outlined above



11. Click "Submit".

**Terms**

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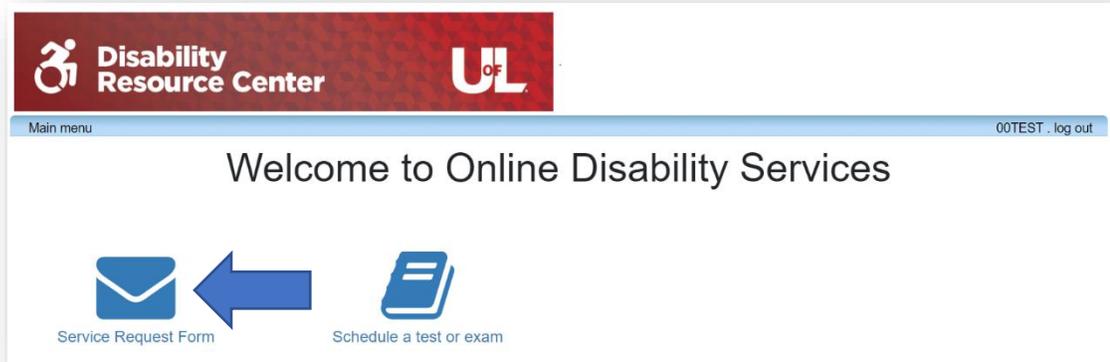
I agree to the terms outlined above



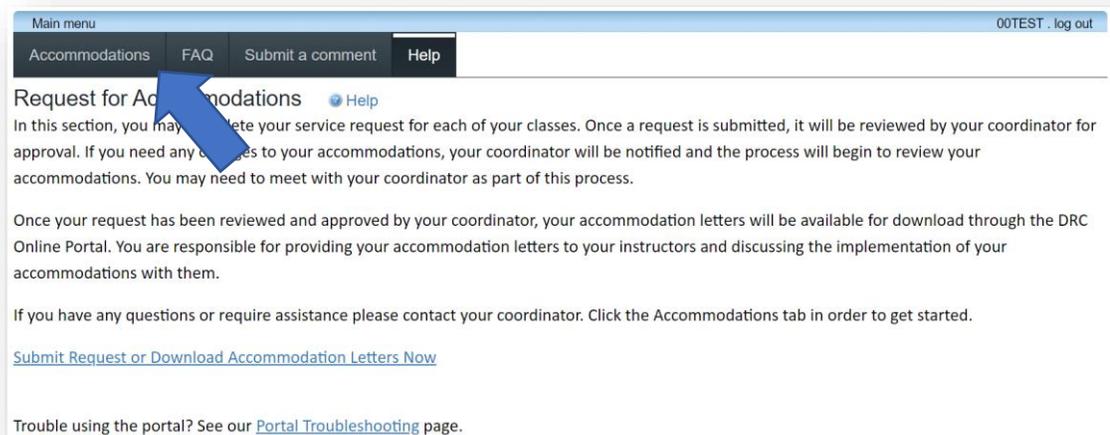
Your coordinator will be notified that you have requested accommodations, and will review your request. You will be notified by email once your request has been approved by your coordinator, and will be able to download your letters at that time.

## To Download Accommodation Letters

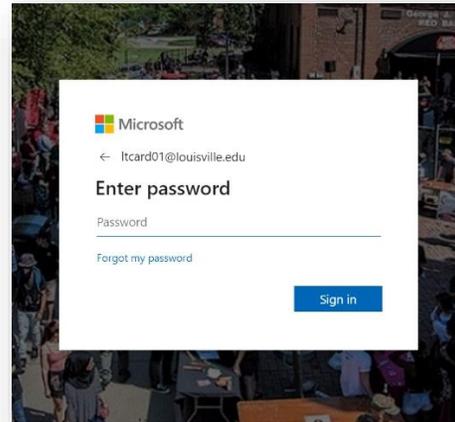
1. Go to the [DRC Online Portal](#).
2. Click "Service Request Form".



3. Click the "Accommodations" tab.



4. Log in using your @louisville.edu account information. (For example, Louie The Cardinal would log in as ltcad01@louisville.edu, not louie.cardinal@louisville.edu.)



5. Choose the correct semester from the "Show term" drop down menu.

A screenshot of the "Request Accommodations" page. At the top, there is a "Main menu" with "Accommodations", "FAQ", "Submit a comment", and "Help". The user is logged in as "00TEST . log out". Below the menu, the page title is "Request Accommodations". A message says: "You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started." Below this, there are fields for "Your courses:" and "Show term:" which is set to "Summer Session 2021". A "Refresh" button is to the right. A table lists two courses:

Course	Status	Request	Letter
DRC 101 Section 01	<b>Sent</b> Your accommodation letter is now available for download. Click "Get Letter" to download.		Get letter
DRC 123 Section 01	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	Request	

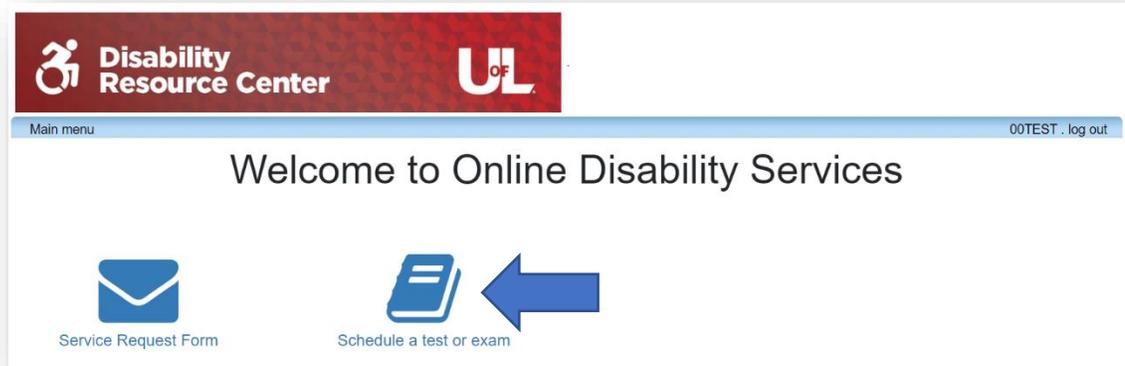
A blue arrow points to the "Get letter" button in the first row of the table.

6. Click the "Get Letter" button next to each course to download the letter for that course.

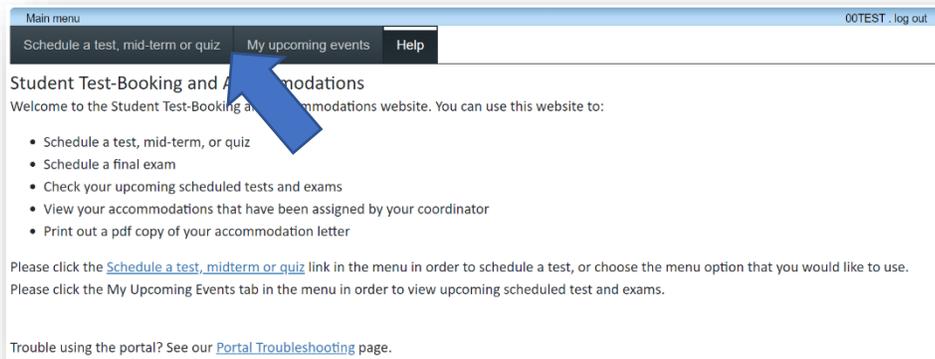
A screenshot of the "Request Accommodations" page, identical to the previous one. A blue arrow points to the "Get letter" button in the first row of the table.

## To Schedule an Exam

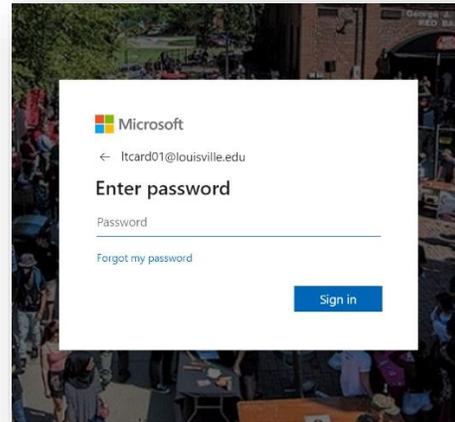
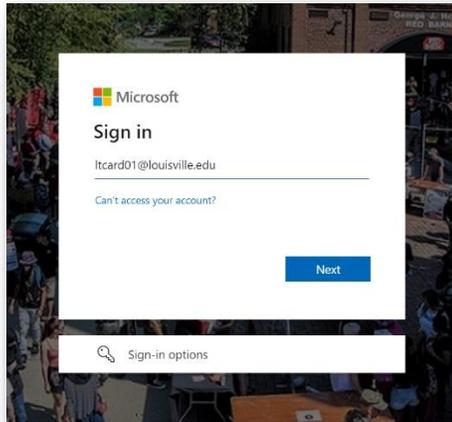
1. Go to the [DRC Online Portal](#).
2. Click “Schedule a test or exam”.



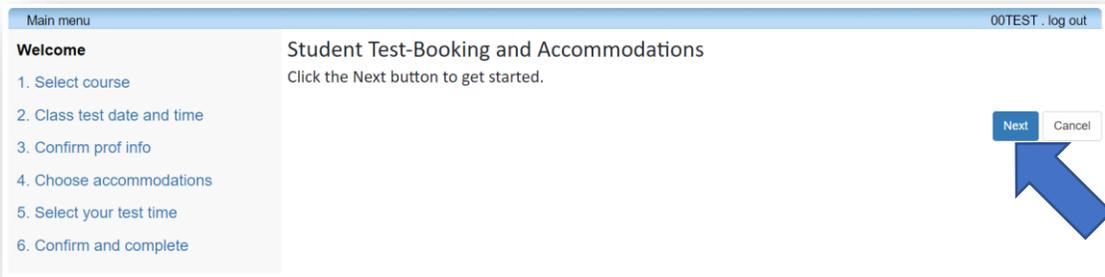
3. Click the “Schedule a test, mid-term or quiz”.



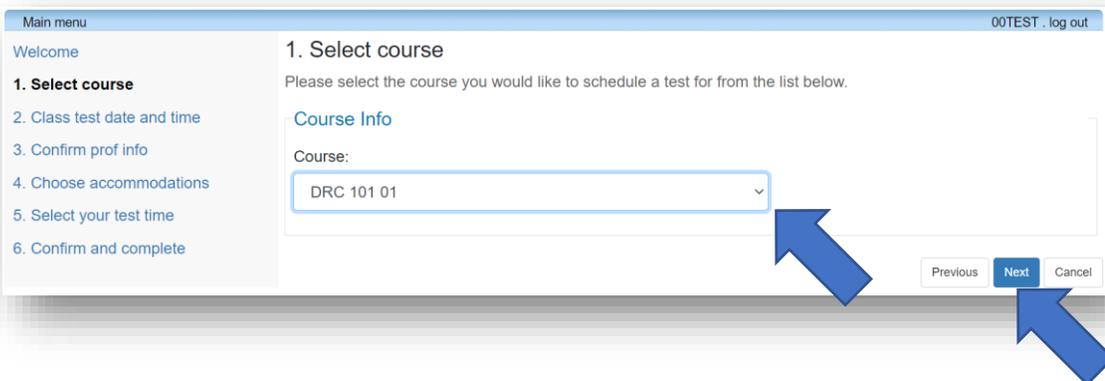
4. Log in using your @louisville.edu account information. (For example, Louie The Cardinal would log in as ltcad01@louisville.edu, not louie.cardinal@louisville.edu.)



5. Click “Next” to start scheduling.



6. A drop down menu will show a list of your courses. Select the course you need to schedule, and click “Next”. (If a course is not listed, please [contact your coordinator.](#))



7. Enter the date and time the class is taking the test (even if this differs from when you are taking it), and the duration of time students in class receive to take the test (before any extended time). Click “Next”.

Main menu 00TEST . log out

Welcome

- 1. Select course
- 2. Class test date and time**
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete

### 2. Class test date and time

Please specify when YOU will be taking the test. If test time is different from class, you must have prior approval from professor. Enter class test duration in minutes. The Disability Resource Center will calculate extended time. \*\*\*\*\*NOTE\*\*\*\*\* Before scheduling an exam on a different date or at a different time than your class, you must speak with your professor.

Please specify when the test is taking place. Enter class test duration in minutes.

[Specify a date and time](#)

Date of class test:

Time of class test:

Class test duration:  
   
(hours) (minutes)

[Select a previously submitted date and time](#)

8. Confirm that the name and email address we have for your instructor are correct. If the information we have is incorrect, make any necessary updates. Click “Next”.

Main menu 00TEST . log out

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info**
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete

### 3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

[Course Info](#)

DRC 101 section 01 (Summer 2021) Belknap

[Instructor Info](#)

**You must enter the instructor email address in order to continue.**

Instructor name:

Instructor email:

9. Check any accommodations that will be needed on this exam. Only those accommodations that are checked will be used for this exam. Click “Next”.

Main menu 00TEST . log out

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info
- 4. Choose accommodations**
- 5. Select your test time
- 6. Confirm and complete

### 4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this test.

[Available accommodations](#)

\* note: Only accommodations with a check will be used for your test booking.

- Extended Test Time (1.5x)
- Reduced distraction environment

10. Select the date and time you will complete your exam at the DRC. The portal will only show dates and times that are available. You should only select a time/date that differs from the class’s exam if you have a conflict that prevents you from taking the exam at class time and have previously discussed this with your instructor. Click “Next”.

Main menu 00TEST . log out

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Select your test time**
- 6. Confirm and complete

### 5. Select a date & time to write

Please confirm the date and time below. If the date/time listed will not work for you then please contact us to see if alternate arrangements can be made.

[Available dates & times](#)

**Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.**

- Friday June 4 . 10:00 AM to 11:15 AM

A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.

11. Confirm and acknowledge that all information being submitted is correct, and click “Finish”.

Main menu 00TEST . log out

Welcome

1. Select course

2. Class test date and time

3. Confirm prof info

4. Choose accommodations

5. Select your test time

6. Confirm and complete

### 6. Confirm and Complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

#### Your tentative test information

**Tentative test date and time**  
Fri Jun 4, 2021 . 10:00 AM to 11:15 AM (1 h and 15 m)

**Course information**  
DRC 101 01

**Instructor**  
Martin, C . colleen.martin@louisville.edu

**Class test date / time**  
Fri Jun 4, 2021 10:00 AM (50 m)

\* Note: this is not your accommodated writing time

**Accommodations required**

Extended Test Time (1.5x)

Reduced distraction environment

I acknowledge that the information I am submitting is correct to the best of my knowledge.

Previous Finish Cancel

12. You will receive a confirmation e-mail from the DRC pertaining to your booking. Please check all dates and times are correct.

You are responsible for discussing the implementation of your exam accommodations with your instructor prior to scheduling your exam with the DRC. This conversation is necessary to determine whether the instructor wants you to take the exam at the DRC or if they prefer to administer it within the department.

If you are unable to take your exam at the same date and time as the class due to a conflict with another class or with the DRC's office hours, it is crucial that you speak with your instructor about this and determine a mutually agreed upon time for you to take the exam before scheduling with the DRC.