

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.

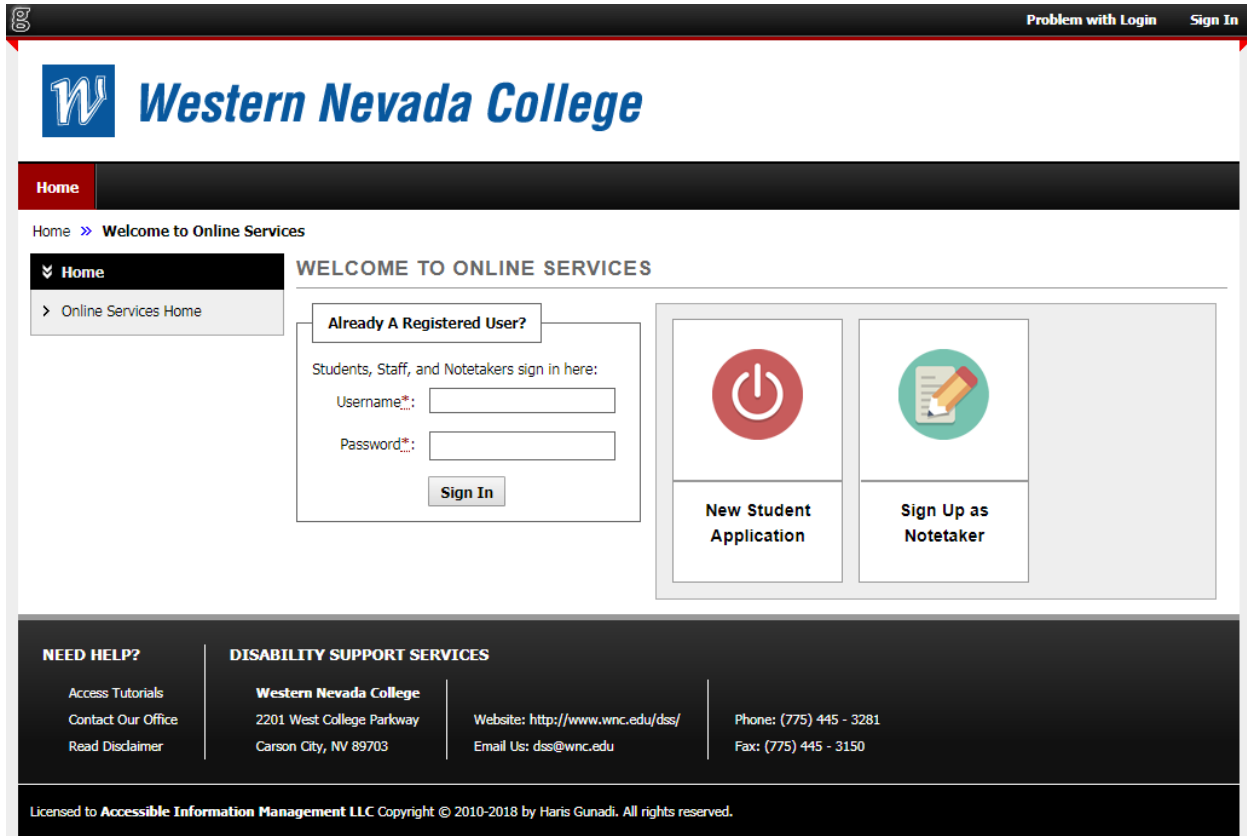


Figure 1 MyDSS Login Screen

WNC DISABILITY SUPPORT SERVICES – ACCOMMODATIONS REQUEST

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.

Step 1: Select Class(es)

- Fall 2018 - AIT 121.4001 - ELECTRICAL CONTROL SYSTEMS (CRN: 89778)
- Fall 2018 - CADD 100.1001 - INTRODUCTION TO COMPUTER AIDED DRAFTING (CRN: 82792)
- Fall 2018 - ET 131.4001 - DC FOR ELECTRONICS (CRN: 83116)

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!
Please contact our office if you have any questions or concerns.

Susan Trist, M.A., CRC
Program Director
Disability Support Services
Western Nevada College
2201 West College Parkway, Cedar 212
Carson City, NV 89703
(775) 445-4459 phone
(775) 445-3150 fax

Figure 2 Class Selection For Accommodations Screen

WNC DISABILITY SUPPORT SERVICES – ACCOMMODATIONS REQUEST

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).

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

Western Nevada College

My Dashboard

Home >> My Dashboard >> Overview

Home

- > My Dashboard
- > My Profile
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:
Primary Advisor
Name: **Susan Trist**
Phone: **(775) 846 - 4897**
[Send Email](#)

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

AIT 121.4001 - Electrical Control Systems (CRN: 89778)

Instructor(s): **Lawrence A Hawkins**
Days and Time(s): **Not Specified**
Date Range(s): **10/22/2018 - 12/14/2018**
Location(s): **WNC WEB ONLINE (Campus: WNC01)**

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 AIT 121.4001

Alternative Testing

Select the check box if you would like AIM to **email this accommodation letter** to your instructor(s) for **AIT 121.4001 - Electrical Control Systems**.

CADD 100.1001 - Introduction To Computer Aided Drafting (CRN: 82792)

Instructor(s): **William S. Perez**
Days and Time(s): **W at 04:00 PM - 06:45 PM**
Date Range(s): **08/27/2018 - 12/15/2018**
Location(s): **REYN 105 (Campus: WNC01)**

Figure 3 Accommodations & Notifications Selection Screen

WNC DISABILITY SUPPORT SERVICES – ACCOMMODATIONS REQUEST

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.

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

Alternative Testing

Select the check box if you would like AIM to email this accommodation letter to your instructor(s) for CADD 100.1001 - Introduction to Computer Aided Drafting.

ET 131.4001 - Dc For Electronics (CRN: 83116)


Instructor(s): Robert E. Talbert
Days and Time(s): Not Specified
Date Range(s): 08/27/2018 - 12/15/2018
Location(s): WNC WEB ONLINE (Campus: WNC01)

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 ET 131.4001

Alternative Testing

Select the check box if you would like AIM to email this accommodation letter to your instructor(s) for ET 131.4001 - Dc for Electronics.

 [Submit Your Accommodation Requests](#) [Back to Overview](#)

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Figure 4 Submit Your Accommodations Request Screen

WNC DISABILITY SUPPORT SERVICES – ACCOMMODATIONS REQUEST

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.

The screenshot shows a web interface for WNC Disability Support Services. At the top, there is a navigation bar with links for 'Welcome I', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. A red arrow points to the 'My Profile' link in the left sidebar. The main content area features a green checkmark icon and the text 'SYSTEM UPDATE IS SUCCESSFUL' with a sub-message: 'System has successfully processed your request.' Below this is a section titled 'Select Accommodations for Your Class' containing an 'Important Note' box with four instructions regarding course selection and modification. A 'Step 1: Select Class(es)' box lists three courses with checkboxes: '[Requested] Fall 2018 - AIT 121.4001 - ELECTRICAL CONTROL SYSTEMS (CRN: 89778)', '[Requested] Fall 2018 - CADD 100.1001 - INTRODUCTION TO COMPUTER AIDED DRAFTING (CRN: 82792)', and '[Requested] Fall 2018 - ET 131.4001 - DC FOR ELECTRONICS (CRN: 83116)'. Below the list is an 'Agreement to request accommodation language' box and a 'Step 2 - Continue to Customize Your Accommodations' button. At the bottom, there is a 'LIST ACCOMMODATIONS FOR SUMMER 2018' section with a search filter set to 'Search All' and a 'Refine Search' button.

Figure 5 Processing Request Confirmation Screen

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.