**AccessODS: How to Download Accommodation Letters**

Once you have submitted appropriate documentation to our office and have met with an ODS staff member to arrange accommodations, you will have access to your Accommodation Letters in the Access ODS portal. Use the Access ODS portal to download your letters, and if you receive testing accommodations, to confirm your exam schedule for exams taken in the ODS Test Proctoring center.

Log in to the Access ODS portal with your emarq username using the link provided in the AccessODS How-To document you received at your Accommodation Meeting. Be sure to bookmark this page, as you will use it to access your accommodation letters each semester.

Click the Accommodation Letter icon. You’ll see your current course list on this page. Make sure you are viewing the correct term.

If you drop or add classes, you will see your updated courses here the following day.

Click the View Accommodations button, and now you’ll see your accommodations listed here.

Click Generate PDF letter to download your accommodation letter.

You must download, print, and hand deliver\* your letters to your instructors each semester. Make sure you meet with your professor in their office to discuss how your accommodations will be arranged;  do not drop off the letter on the podium as you walk out of class.

**\*If your class is online,** you may email the letter to your instructor, but you should set up a meeting using Teams, or schedule a phone meeting, to talk about your accommodations and how they will be administered. Don't just email the letter without any context or follow up, and assume your accommodations will be taken care of.

Let’s take a brief look at what’s included in an accommodation letter. You’ll see that each letter shows your class and instructor at the top of the page. The first paragraph says that you have met with ODS staff to determine accommodations for equitable classroom access.

Your accommodations are below, in bold. Not every accommodation will appear on your letter. For example, if you have a special housing accommodation, this will not be listed. Only classroom accommodations that involve your instructors are included on your letters. What else is missing? Your disability or diagnosis. This information is not disclosed to your instructors; it is completely up to you to decide whether or not you would like to share that.

Lastly, there is a link at the bottom of the page related to our test proctoring procedures. You can point this out to your instructors if they have questions about scheduling exams in the ODS Test Proctoring Center.

If you have any questions or concerns about Access ODS or your accommodation letters, don’t hesitate to reach out to the Office of Disability Services at [ods@marquette.edu](mailto:ods@marquette.edu).