



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

STUDENT DISABILITY SERVICES

## Using the Student Portal: Requesting Accommodations



### Logging into the Student Portal and signing SDS agreements

- Go to [sds.utk.edu](https://sds.utk.edu), and click on the [Student Portal](#) link. Once selected you will be redirected to the login page.
- Please sign in with your UTK Net ID and password.
- Once signed in, please read and acknowledge the required agreements.
  - You must do this at the beginning of each semester to gain full access to the student portal. These agreements primarily pertain to the processes to be followed for certain accommodations.



### Requesting accommodations and faculty accommodation letters for courses

At the beginning of each semester, you must specify the courses in which you may want to use accommodations, which then prompts the system to send accommodation letters to the instructors of those courses. Courses will be available in the student portal the day after you register.

- After logging into the student portal, locate the My Accommodations sidebar menu, which will appear on the left-hand side of your screen.
- Select the **List Accommodations** link, located within the My Accommodations sidebar.
- Under Step 1, use the check boxes to select the courses in which you would like to request accommodations.
- Select the **Step 2** link to customize your accommodations.
- Locate the Select Accommodations box, which is located beneath each individual course.
- Select the approved accommodations you wish to utilize for each individual course.

- All testing accommodations are grouped together as Alternative Testing, but they will be listed in detail on the faculty accommodation letter.
- If any of your accommodations appear to be missing or incorrect, please contact your coordinator.
- Select the **Submit Accommodation Request** link located at the bottom of the page.
  - Within one business day, your instructor(s) will receive an email notification that includes each accommodation along with a brief description.

**NEXT STEPS:**

- Confirm your note taker requests for each applicable course in the Student Portal.
- Request any needed course materials in alternate format.
- If you need to take a quiz, test, or, exam in the SDS Testing Center, complete an exam request at least 7 days in advance (or four weeks for final exams).