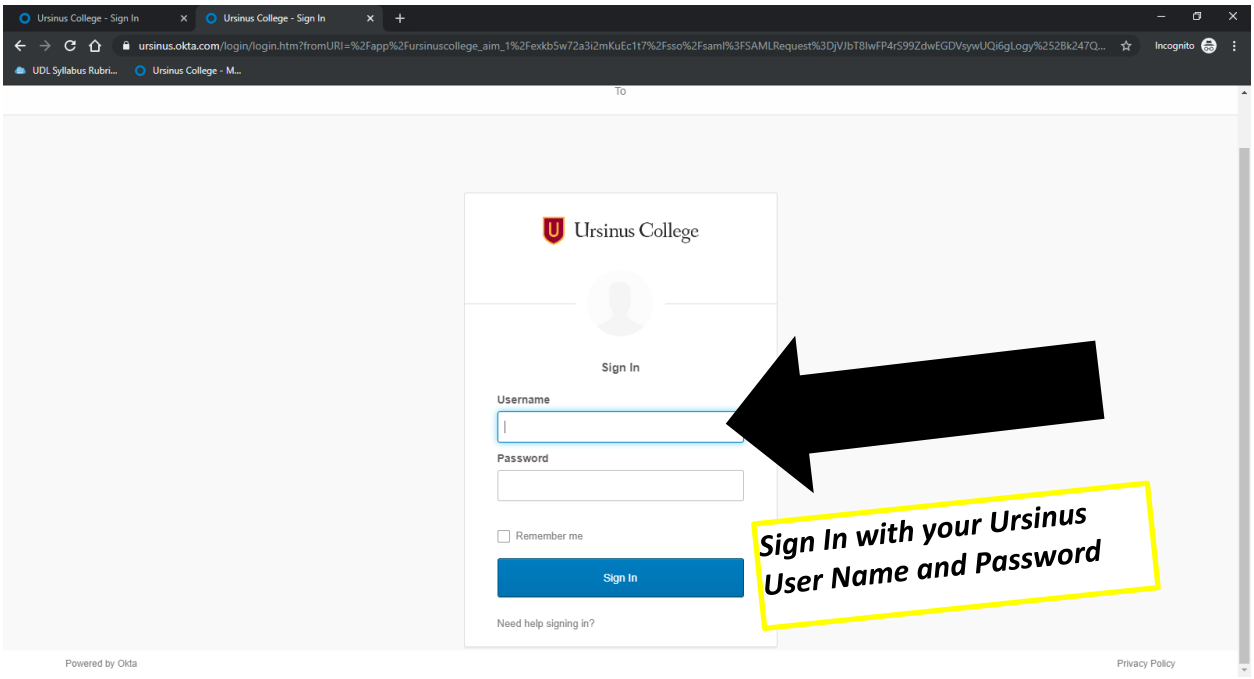
Disability & Access; Ursinus College; Lower Myrin; disabilityandaccess@ursinus.edu

APPROVE & SEND YOUR ACCOMMODATIONS

Step 1 Copy this URL code into your Browser and Log into the Bear Accessibility Student portal:

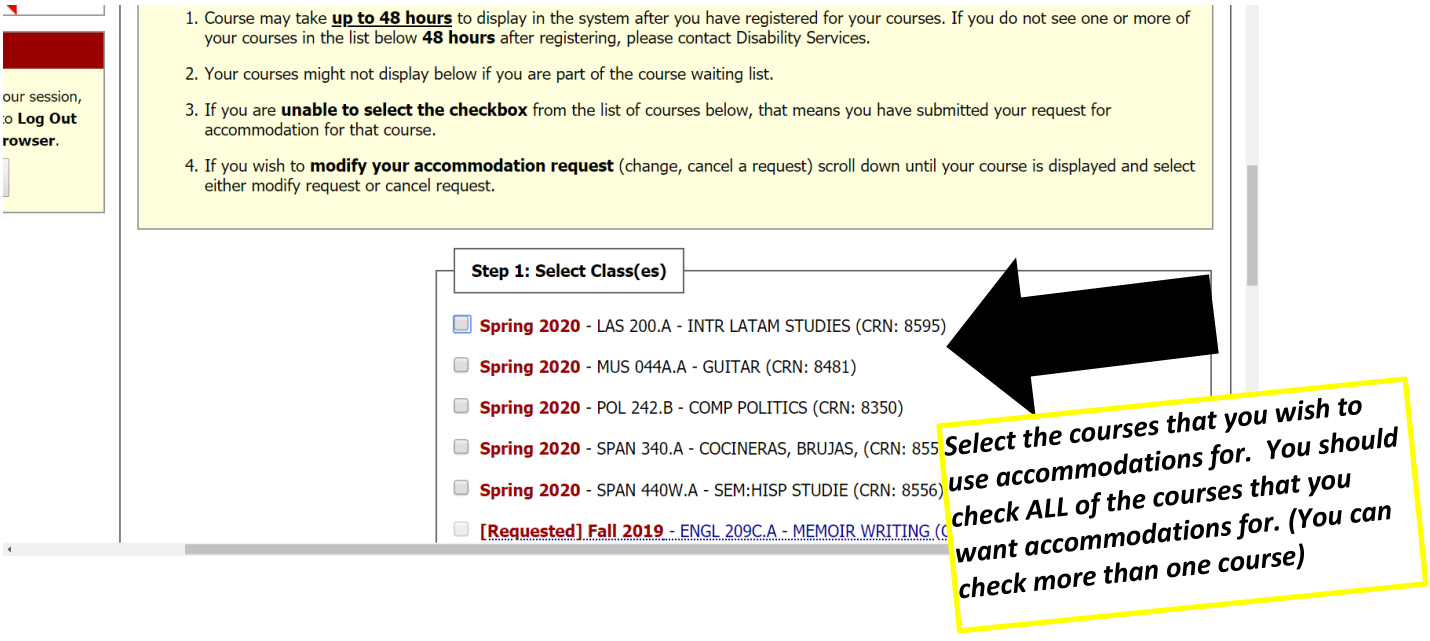
https://bear.accessiblelearning.com/ursinus

Log in with your Ursinus username and password.

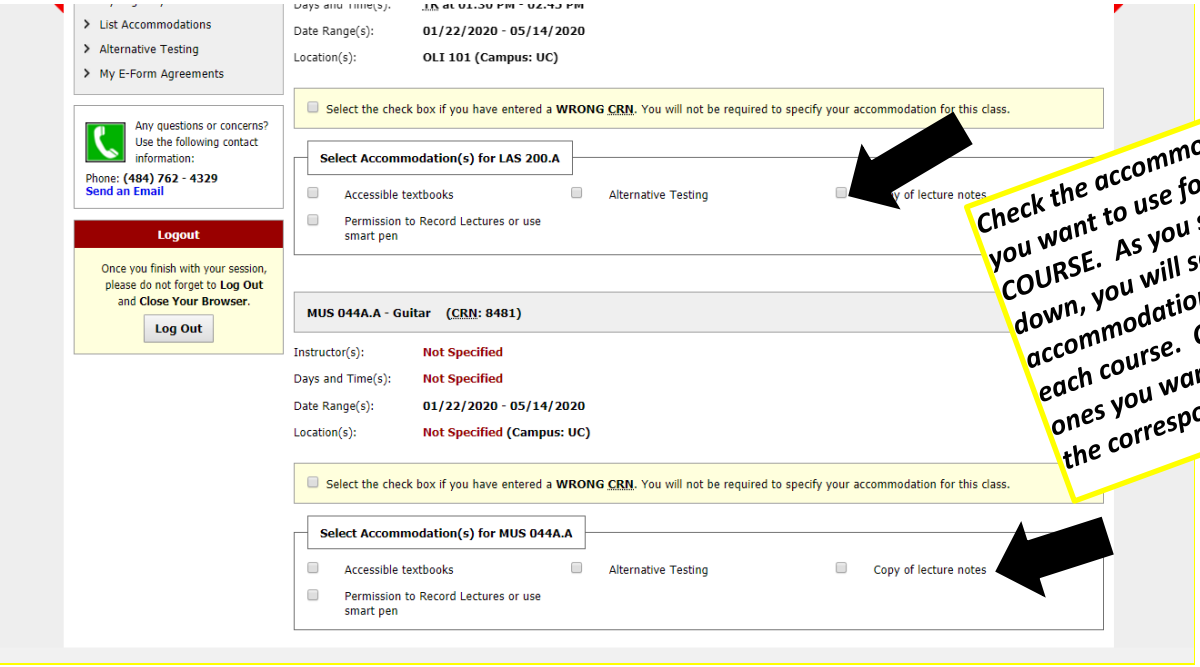


**Once you log in, you will see your Bear Accessibility Student page!

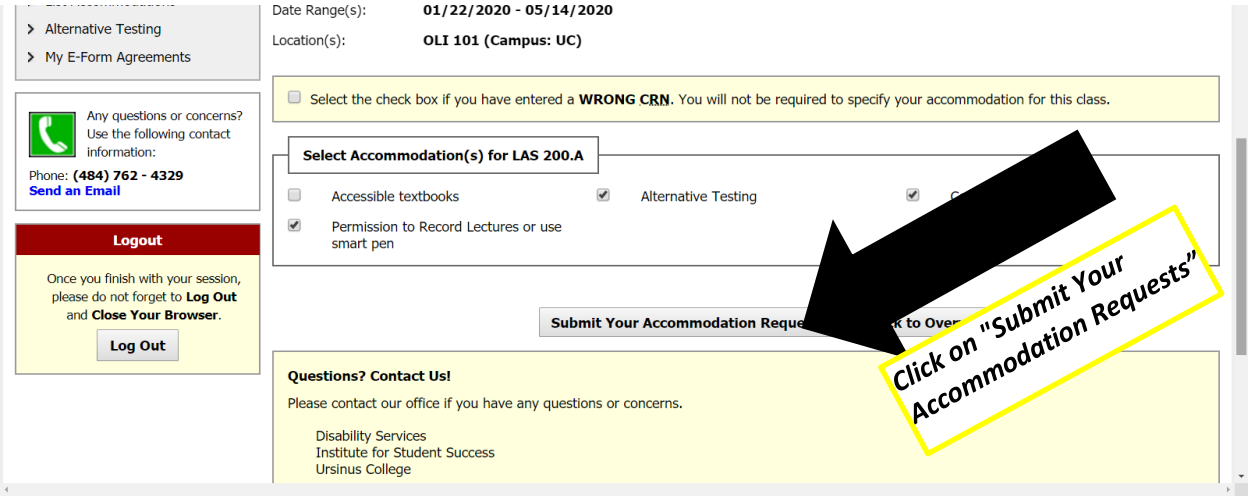
Step 2: Scroll down to the section titled "Select Accommodations for Your Class" and Select the courses that you wish to use accommodations for.



Step 3: Check the accommodations that you would like to use for each course. Please note that as you scroll down, you need to check the accommodations EACH TIME for EACH COURSE.



Step 4: When you finish selecting your accommodations for each of your courses, click the **Submit Your Accommodations Requests** button at the bottom of the page.



You are finished! What happens next?

Once you click *submit your accommodation requests*, a Disability and Access team member will confirm the approval to send your letters to each professor via email. You will be cc'd on this email. It is important that you follow up with each professor to work out the details of your accommodations in their course. A copy of the letter will be located on your Bear Accessibility Student Portal homepage. You can access the letter at any time and even download a PDF copy for yourself.

If you have any questions, please reach out to Disability and Access @ disabilityandaccess@ursinus.edu