How to Request to Activate Accommodations Each Semester

Before requesting accommodations, you must first get connected with our office and be formally approved for accommodations. For more information about the connection process, please visit our webpage at http://accessibility.tulane.edu or call (504) 862-8433.

Each semester, you begin by notifying the Goldman Center of your intention to use your accommodations by following the steps below. Our staff will forward an email to each professor in any classes you request to use your accommodations. We recommend requesting your accommodations as early in the semester as possible.

**Important:** After requesting to use your accommodations, you should communicate with your professor to implement accommodations, particularly testing accommodations. To schedule accommodated exams at the Goldman Center please see: How to Complete an Alternative Testing Contract and How to Submit an Exam Request.

**Step 1:**

Visit the Goldman Center website at: http://accessibility.tulane.edu and select the green **Login** button (Figure 1).

![Figure 1: Goldman Center website with red arrow pointing to the green Login button](image)
Step 2:

Sign into the Goldman Center portal using your Tulane user name and password (Figure 2).

![Goldman Center sign in page screenshot](image)

*Figure 2: Goldman Center sign in page screenshot*
Step 3:

Navigate to ‘Select Accommodations for Your Class,’ circle in red (Figure 3).

Figure 3: Goldman Center portal My Dashboard screenshot
Step 4:

Under the heading ‘Select Accommodations for Your Class,’ (Figure 4) select the classes you would like to request accommodations for. You are not required to use accommodations in any or all of your classes.

Figure 4: Selecting Accommodations screenshot

Step 5:

Then scroll down and select ‘Step 2 – Continue to Customize Your Accommodations’ (Figure 5).

Figure 5: Customize your Accommodations button screenshot
Step 6:

The next page will list your classes for the upcoming term. Under the headings ‘Select Accommodation(s) for your class,’ select the accommodation(s) you would like to use for each class (Figure 6). All testing accommodations are included under the option ‘Alternative Testing.’

Figure 6: Selecting Accommodations for each class screenshot

Step 7:

Scroll down and select ‘Submit Your Accommodation Requests’ (Figure 7).

Figure 7: Submit Your Accommodation Requests screenshot
Step 8:
A white check mark inside a green circle will display to confirm that the system has successfully processed your request (Figure 8).

![Screen shot of system confirmation]

Figure 8: System successfully processed request screenshot

NEXT STEPS:
If you are using Alternative Testing accommodations, communicate with your professor to make arrangements for your accommodations. If you will be taking your exams at the Goldman Center, you must submit an Alternative Testing Contract AND schedule your exam appointments through the portal. See ‘How to Complete an Alternative Testing Contract’ and ‘How to Submit an Exam Request’ for step-by-step guidance.

GRIEVANCE PROCEDURE:
If you disagree with the determination or proposed accommodation or believe you have been discriminated against based on the disability, your complaint will be handled by Tulane's Office of Institutional Equity in a manner consistent with Tulane's Equal Opportunity/Anti-Discrimination Policies. For more information about the Office of Institutional Equity, please visit their website at https://www2.tulane.edu/equity/location.cfm.