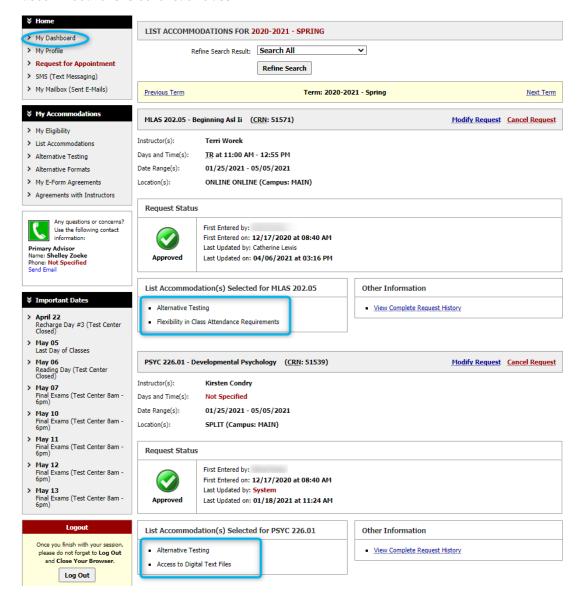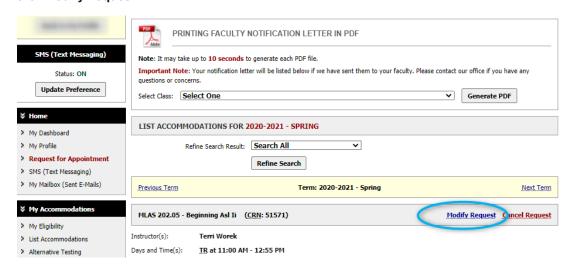# How to Modify Accommodations in a Class

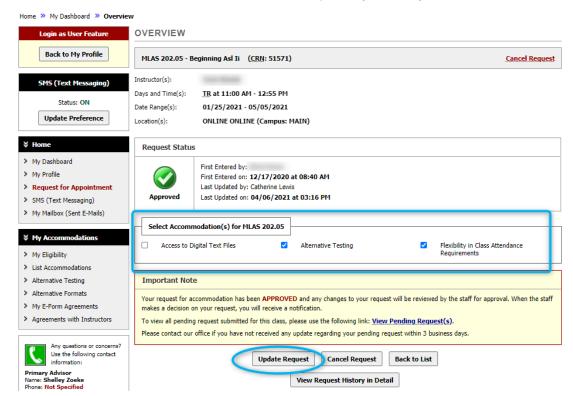**1.** Throughout the term, you may see which accommodations you've selected for a specific class by clicking **My Dashboard** in the left-hand sidebar, and scrolling down to view the accommodations listed for each class.

2. If you need to change which of your eligible accommodations you've requested in a class, click **Modify Request**.

3. Check or un-check accommodations as needed, then press **Update Request**.

4. Your new request will enter the queue for processing by Disability Services Office staff and will be sent to faculty within three business days. You will see a green-circled checkmark at the top of the screen to indicate that your request was submitted. The **Request Status** below your class will show as **Pending,** and the yellow box below this status will list which accommodations have been removed and/or added.