



To: All Undergraduate, Graduate, and Part-Time Students

From: William H. Johnson, PhD, dean of students

Re: Accommodations for Students with Disabilities

We are writing to remind students with disabilities about the procedure for requesting reasonable accommodations. Fairfield University is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of its services, programs, and activities in an accessible setting. Furthermore, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Connecticut state laws, we provide reasonable accommodations to qualified students to reduce the impact of disabilities on academic functioning or upon other major life activities.

If a student with a disability would like to be considered for accommodations, the student must request such accommodations with the Office of Accessibility by completing the intake process. The intake process entails creating an online profile through the "Accessibility and Accommodations" portal on [my.fairfield.edu](http://my.fairfield.edu), providing supporting documentation regarding your disability and requested accommodations, and meeting with a representative of the Office of Accessibility to discuss your requests. Please refer to the attached sheet regarding how to create your online profile.

Ideally, any request for accommodations on the basis of a disability should be done prior to the start of the academic semester and is strictly voluntary. If a student with a disability chooses not to self-identify or provide the necessary documentation, accommodations need not be provided. All information concerning disabilities is confidential and will only be shared with a student's permission.

For more information regarding how to request accommodations based on a disability, please visit the Office of Accessibility located in the Academic Commons in the DiMenna-Nyselius Library. The Office of Accessibility can also be reached at ext. 2615 or via email at [ooa@fairfield.edu](mailto:ooa@fairfield.edu).

## How To: Create an Online Profile

### *Requesting Accommodations due to documented disability or temporary impairment*

1. Login to my.fairfield using your NetID.
2. Type in “Accessibility” in the search bar & select the “Accessibility & Accommodations” Task.

The screenshot shows the my.fairfield search results page for the query 'accessibility'. The page header includes the my.fairfield logo and a search bar. Below the header, there are three search results cards. The first card is titled 'Members of Fairfield's First Graduating Class...' and the second is 'Fairfield Faculty Receive National Awards fo...'. The third card is 'The Stags Win! Advance in MAAC Baseball...'. Below these cards, there is a section titled 'Search Results: Tasks' which contains two task cards. The first task card is 'Accessibility & Accommodations' with a red 'ACCESSIBILITY' button and is circled in yellow. The second task card is 'ACDO Accessibility Website'. Below the task cards, there is a section titled 'Search Results: Task Centers'.

3. Click on the blue “Get Started” button to create an online profile for requesting accommodations. **Supporting Documents are required.** Follow all instructions to **upload documents** to your online profile.

The screenshot shows the Fairfield University online services page. The page header includes the Fairfield University logo and a navigation bar with 'Home' and 'Welcome to Online Services'. Below the header, there is a section titled 'WELCOME TO ONLINE SERVICES' which contains a 'THANK YOU FOR USING ONLINE SERVICES' message and a 'PLEASE CHOOSE FROM THE FOLLOWING OPTIONS' section. The 'PLEASE CHOOSE FROM THE FOLLOWING OPTIONS' section contains three buttons: 'Get Started', 'Sign Up as Notetaker', and 'Transcribing or Interpreting Request'. The 'Get Started' button is highlighted with a blue circle. Below the buttons, there is a 'NEED HELP?' section.