DSS On-Line
Service Request Portal

Disability Support Services utilizes an on-line Service Request Portal for DSS students to request some accommodations. This system is secure, saves time and resources, as well as simplifies the process for students and faculty. Please note that students will only have access to those services for which they have been approved by their DSS Advisor.

Currently, the following services are available at the on-line Service Request Portal:
- Exam Services
- Note taker Services

Exam Services:
All requests for exams to be facilitated by DSS must be submitted on-line. Students will initiate a request for exam services by using the Services Request Portal located on the DSS website www.csuchico.edu/dss.

Faculty Notification/Request for Approval
1. You will receive an email “Test: DSS Exam Request-Action Required” from the student
2. Click on the link to approve the exam
3. Note the time and date requested.
4. Fill out the form with specific information about the administration and delivery of the exam. i.e. time, date, materials allowed or not allowed, etc
5. Once approved, an email confirmation is sent to both DSS and to the student.

Getting Exams to DSS
Exams can be delivered to DSS via email, fax, campus mail, student or faculty delivery.

Questions/Concerns:
Concerns and/or questions can be noted in “other instructions” or by contacting the DSS Exam Coordinator.

Note Taker Services:
Using the on-line Service Request Portal, students will select the need for a note taker which will generate a confidential email to all registered students and instructors in the specified class.

Students who wish to volunteer are directed to a link to provide their contact information directly to the requesting student.