**How to Access Your Letters of Accommodation**

**Letters of Accommodation is not compatible with Mozilla Firefox browser**

1. **VISIT THE DSS WEBSITE**
   Visit the DSS Website, http://www.fullerton.edu/dss to access the TITANable page.

2. **CLICK TITANABLE**
   Click the “TITANable” tab at the top of the page.

3. **LOG IN TO YOUR PORTAL**
   Click the “Accommodations” tab on the left side of the screen and follow the steps to log on to your portal and view your Letters of Accommodation.

4. **CLICK REQUEST**
   Click the “Request” button for the class you would like to send your Letter of Accommodation.

5. **SELECT ACCOMMODATIONS**
   On the Request Accommodations page, you can choose to deselct any accommodations you do not want to use for that specific class. Continue to follow the steps to send your letters to all your professors.
   **If you have multiple classes, repeat these steps until you have sent your letters to all of your professors**

6. **RECEIVING THE LETTERS**
   Once you have sent your requests, your letter status will change to “Pending” and will change to “Confirmed” once your professor has viewed the letter. You may view and print your Letters of Accommodation for your records by clicking “Get Letter”.
   **IRVINE CAMPUS:** If you are taking classes at the Irvine Campus and will be using testing accommodations, after sending the letters to your professor, click “get letter” and download them to your computer. Please attach these letters in an email to the Student Center at irvinedss@fullerton.edu.

7. **QUESTIONS OR CONCERNS**
   If you have questions regarding your Letters of Accommodation or would like to make an appointment with your DSS counselor to make changes to your accommodations, please call at 657-278-3112.