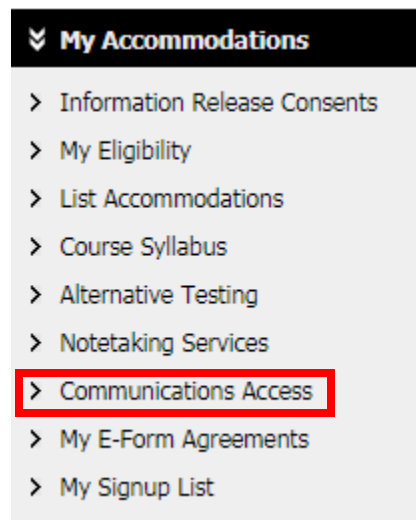# How to Request an Interpreter or Captionist

1. Select the "DSS Student Portal Login" button on the DSS webpage. This will bring you to the DSS Database where you will use your UAB username and password to sign in.

2. On the left side of your Main Dashboard under "My Accommodations," select "Communication Access."

3. The Communication Access Page will include all your classes that you have sent out Accommodation letters to request a Notetaker. This will also tell you who is assigned to your class.

Monday, June 04, 2018 at 10:20 AM - 12:20 PM
PY 216 Elementary Statistical Methods
Request Status: **5 - Assigned (Finalized)**
Assigned to: **Signs Excellence**
Submitted on: Monday, May 21, 2018 at 01:58:56 PM   **View or Modify Request   Copy Request**

Monday, June 04, 2018 at 12:30 PM - 01:20 PM
PY 216L Statistical Methods Lab
Request Status: **5 - Assigned (Finalized)**
Assigned to: **Signs Excellence**
Submitted on: Monday, May 21, 2018 at 02:00:00 PM   **View or Modify Request   Copy Request**

4. To request an Interperater for outside of class events (Meetings with advisors or Professors, lectures, ect.), click the button in the top right, "Custom Request."

COMMUNICATIONS ACCESS   Overview   Custom Requests

Submit Custom Request
Simple and Easy Way to Track and Request Your Services

5. Continue to the "Custom Request" Form by selecting the second box.

COMMUNICATIONS ACCESS   Overview   Custom Requests

Please choose from the following forms:

Classr

Use this link to request accommodation for your class.

Custom Request

This form is only for meetings and events outside of class.

Follow this link to make a request for a meeting or event.

6. Select "Non Class Related Request" and Continue.

Custom Request Form

Select Course: **Non Class Related Request** ▾

Continue to Specify Custom Request

7. Fill out the Event Information and then select "Submit Custom Request." You will receive an email from DSS when someone is assigned.

Event Information

Event Name*: [_____]

Speaker(s): [_____]

Event Date*: [_____]
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time Start*: Select ▾ Select ▾

Time End*: Select ▾ Select ▾

Location*: [_____]
Please specify where the event will be held in detail (i.e. address or building location).

Request Type(s)*

☐ Interpreting   ☐ Real-Time Transcribing

☐ Video Captioning

Media Used

☐ DVD Video   ☐ Online Clip

☐ Online Course Lecture-video file   ☐ Supplemental Video File

Note: [_____]

Submit Custom Request