

# Instructions for Registering with ODA Online

The University of Southern Mississippi  
Office for Disability Accommodations (ODA)  
Hattiesburg Campus, Bond Hall 114

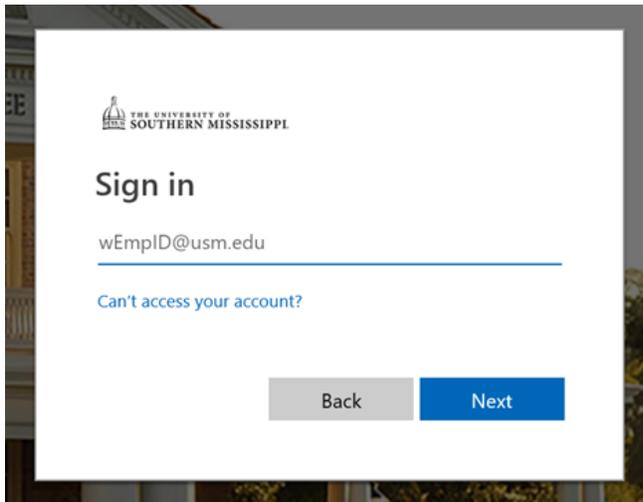
Phone: 601.266.5024 | Website: [www.usm.edu/oda](http://www.usm.edu/oda) | Email: [oda@usm.edu](mailto:oda@usm.edu) | Fax: 601.266.6035

1. Navigate to [www.usm.edu/oda](http://www.usm.edu/oda).

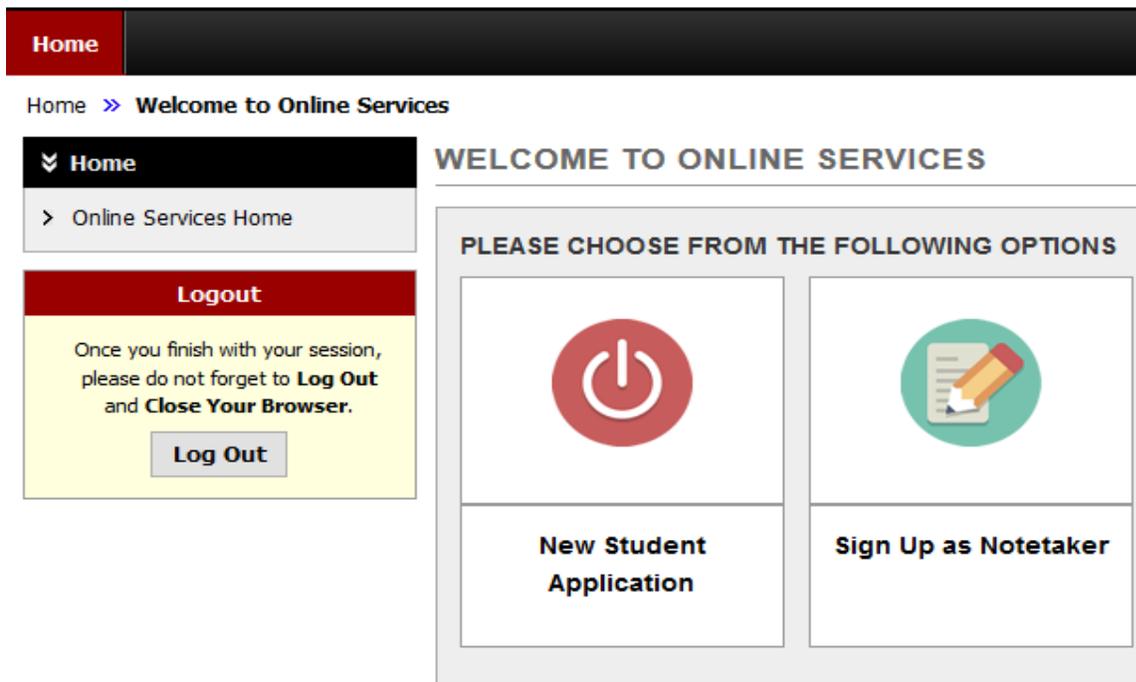
Select “Register for ODA Services” at the top of the page.

**REGISTER FOR ODA SERVICES**

2. Login using your USM Credentials.



3. Once you have logged myODA, please select the option “New Student Application”.



4. Please complete all of the required fields, which are marked with red asterisks (\*) or any of the questions listed under the field “Questions”. Once finished, please click “Submit Application”.
5. After submitting your application, you will be prompted to upload documentation of your disability.

**Documentation Requirements:**

- Must originate from an appropriate licensed or certified professional with expertise related to student’s disability, such as a medical provider or counselor
- Must contain a clear statement of diagnosis and the disability’s impact as it relates to the request for accommodations.
- Must include a statement explaining how the disability limits participation in courses, programs, services or activities.
- Must not be just an IEP or 504 Plan. We do not accept just a former K-12 IEP or 504 Plan. You may submit one if you like, but we need test results or something that states a diagnosis from a medical professor not a school official.

**When uploading to our site, please be aware that file sizes must be under 1 MB. We recommend uploading a PDF (300 DPI or less) over an image file type for this reason. You may upload multiple files if need be.**

You may choose to either submit documentation at the time you complete your application or later by clicking “Upload Documentation Later”. **Please note that your request for accommodations will not be reviewed until after we have received your documentation.**

If you choose to upload your documentation later, you will need to plan on submitting your documentation to us in one of the following avenues:

- Email to [oda@usm.edu](mailto:oda@usm.edu)
- Fax to 601.266.6035
- Physically delivered to Bond Hall room 112 on the Hattiesburg campus
- Physically delivered to Hardy Hall room 233 (Richard Ladner) on the Gulf Park campus
- Mailed to **Office for Disability Accommodations**  
**118 College Drive, Box #8586**  
**University of Southern Mississippi**  
**Hattiesburg, MS, 39406**

6. ODA will contact you once your request has been reviewed. If your request is approved, we will move forward with an intake appointment, where you will be able to identify your needs and make accommodations requests.

Once accommodations have been approved, ODA emails accommodation letters to your instructors describing the accommodations. Students will receive a copy of each accommodation letter in their university email account (@usm.edu).

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**Technical Problems?**

If you are having technical issues accessing or logging into our online application, please contact USM’s IT Support department, iTech, at 601.266.4357 or [helpdesk@usm.edu](mailto:helpdesk@usm.edu).

If you have having issues submitting our application or uploading documentation, please contact the ODA offices at 601.266.5024 or [oda@usm.edu](mailto:oda@usm.edu).