Instructions for myODA: Requesting Accommodations
The University of Southern Mississippi’s Office for Disability Accommodations (ODA)
Location: Hattiesburg Campus, Bond Hall 114
Phone: 601.266.5024 | Website: www.usm.edu/oda | Email: oda@usm.edu

1. Access myODA.
   Go to myODA by clicking the link on the right side of homepage of usm.edu/oda: OR by using the QR Code below:

2. Login using your USM Credentials.
3. Once you have logged into 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” When you are finished entering your information, 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 accommodations.
- Must include a statement explaining how the disability limits participation in courses, programs, services or activities

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, please check your university email account (@usm.edu) for information from ODA.

6. ODA will contact you at your university email account (@usm.edu) 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 instructors describing the accommodations. Students will receive a copy of each accommodation letter in their university email account.

**If you have trouble completing the online application or submitting documentation, please contact ODA at 601.266.5024 or oda@usm.edu.**