

# Instructions for myODA: Requesting Accommodations

The University of Southern Mississippi's Office for Disability Accommodations (ODA)

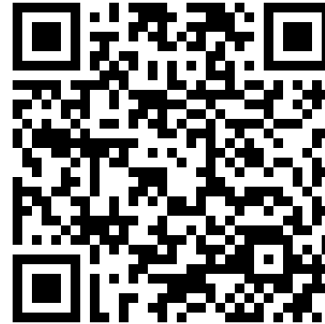
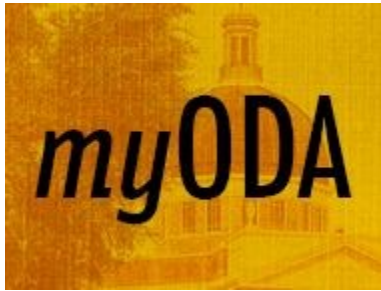
Location: Hattiesburg Campus, Bond Hall 114

Phone: 601-266-5024 (Hattiesburg Campus) OR 228-214-3232 (Gulf Park Campus)

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

## 1. Access myODA

Go to myODA by clicking the link on the right side of the homepage of [usm.edu/oda](http://usm.edu/oda): OR by using the QR Code below:



## 2. Select the “New Student?” option to the right side of the webpage.



**New Student?**

Submit your application to receive accommodation from  
Office for Disability Accommodations.

## 3. You will be redirected to our registration form page.

Please complete all the required fields, which are marked with red asterisks (\*) or any of the questions listed under the field “Questions”. When you are finished entering in your information, please click “Submit Application”.

Please note that the Student ID (with 9 alpha numeric characters) field should be your name ID (w123456) with two zeros between the w and your ID # (w00123456).

## 4. After submitting your application, you will be prompted to upload documentation of your disability.

### Documentation Requirements:

- Originate from an appropriate licensed or certified professional with expertise related to a student's disability
- Have a statement explaining how the disability limits a major life area and participation in courses, programs, services or activities
- Current and contain a clear statement of diagnosis and the disability's impact as it relates to the requested accommodations

**You may choose to either submit documentation now or later by clicking “Upload Documentation Later”. Please note that your request for accommodation 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.**

#### SUBMITTING DOCUMENTATION



##### APPLICATION SUBMITTED

System has successfully processed your request and will be reviewed by the staff. If you have not received email confirmation regarding your application, please contact our office.

Please make sure you have all your intake forms.



##### UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: [Acceptable File Types](#).

##### File Information

File Title\*:

Select File:  **No file chosen**

**5. ODA will contact you at your university email account (@usm.edu) once your request has been reviewed.**

**If your request was approved, we will move forward with an accommodation meeting, where you will be able to identify your needs and make accommodation requests.**

**Please note that each semester, accommodation plans are reviewed and updated, therefore, prior to the start of each semester and registering for courses, students should contact ODA to request accommodations.**

**Once accommodations have been approved, ODA prepares letters that students will be able to email or hand-deliver to their instructors that describing the accommodations. This is the responsibility of students.**

**If you have trouble completing the online application or submitting documentation, please contact ODA at 601-266-5024 or [oda@usm.edu](mailto:oda@usm.edu).**