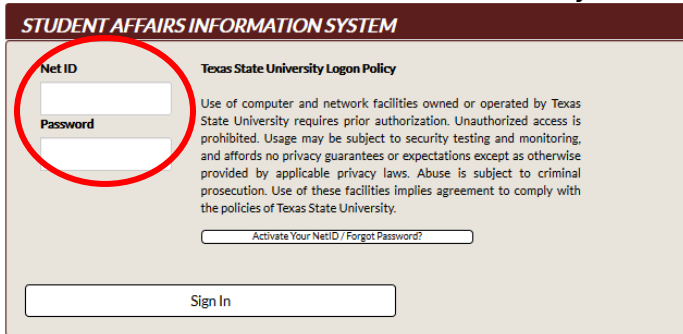


How to Request an Accommodation Letter

1. Go to the [Office of Disability Services](https://www.ods.txstate.edu/) website: <https://www.ods.txstate.edu/>
2. Click on the icon "[Accommodation Letter](#)"

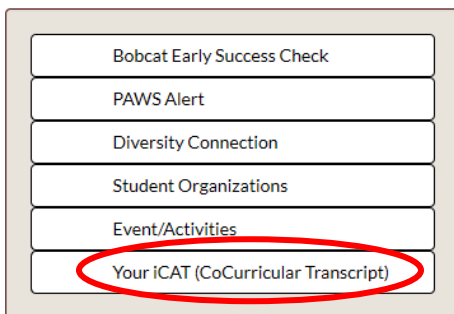


3. Log-in to the Student Affairs Information System using your Net ID and password*
**This is the same information used to check your financial aid, grades, schedule, etc.*



4. Once you log into the Student Affairs Information System, your screen will list actions including "Bobcat Early Success Check," "PAWS Alert," "Diversity Connection," "Student Organizations," "Event/Activities," and "Your iCAT (CoCurricular Transcript)" on the left-hand side of your screen. Click on the action "Your iCAT (CoCurricular Transcript)."

Actions



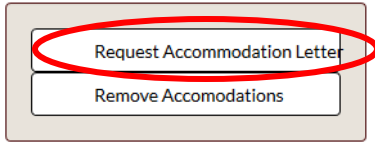
Please turn over for page 2.

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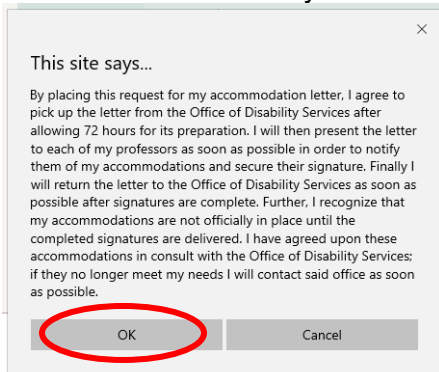


DISABILITY SERVICES

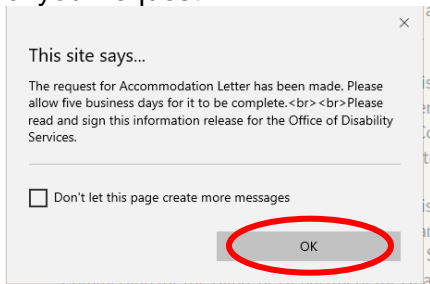
5. You will now be navigating through the “Your iCAT” page. Scroll down the screen and locate the section titled, “Office of Disability Services” and click on “Request Accommodation Letter.”



6. After selecting “Request Accommodation Letter,” a disclaimer or notification will appear reminding students of the Office of Disability Services’ processes after requesting their letter. Click “OK.”



7. After clicking “OK,” an additional notification will appear verifying that your request has been submitted. Click “OK.” Your accommodation letter will be emailed directly to your BobcatMail within 3-5 business days of your request.



8. Via BobcatMail, forward your accommodation letter to each instructor teaching courses in which accommodations are necessary. Please read the email containing your accommodation letter for detailed instructions on the accommodation letter process.