

Requesting Your Accommodation Letters through OSSOnline

NEW: You can make an electronic request for your accommodations letter through OSSOnline. This is a good idea if you have a testing accommodation you plan to use early in the semester.

Important!: You should ***still set up an appointment*** with your OSS Advisor as certain accommodations require an in person/phone consultation and additional forms before being processed.


To request your accommodation letter through OSSOnline, please complete the tasks below:


Step 1: Log into OSSOnline (found on the OSS Website:
<https://www.ramapo.edu/oss/>)

Step 2: If you see *Action Required - Alternative Testing: Student Agreement*. You must click the link and sign the form. The agreement highlights your responsibilities for alternative testing. Once you sign and submit the form, Please move to Step #3 below. You **will not** be able to access any of the steps below if you have not completed the Action Required - Alternative Testing: Student Agreement]

The screenshot displays the Ramapo College of New Jersey OSSOnline dashboard. At the top left is the college's logo. Below it, a grey bar reads "REQUIRED FORMS". On the left side, there is a "MY DASHBOARD" menu with links to Overview, Announcements, Equipment, Login and Security, My Files, My Eligibility, and My E-Form Agreements. The main content area shows a breadcrumb trail: "» MY DASHBOARD » REQUIRED FORMS". A yellow notification box states: "Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. Please click the following link to review and to sign your required form(s):". Below this, under "Available Forms:", is a link for "1. Alternative Testing: Student Agreement". At the bottom of the notification area is a black button with white text that says "CONTINUE TO SIGN ELECTRONICALLY >".

Step 3: Next, you will see the number of class you have in which you can receive accommodations. Click on Add Requests.

 >> MY DASHBOARD >> OVERVIEW

Accommodation Requests SPRING 2025		ADVISOR
0 Number of Requests	 Add Requests for 4 Classes	Name Abbe TEST
<div>No Accommodation Request Found for Spring 2025</div>		Phone (201) 684-7693
		Email Send Email

Step 4: Each class will be listed as an option. Click each box for the class that you would like accommodations in and then Click “**CONTINUE TO NEXT STEP**”.

ACCOMMODATION REQUESTS

How to Request Accommodations ▼

STEP: SELECT COURSES

☐ ACCT 221.01 - PRIN-FINCL ACTG (CRN: 20274)

☐ Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP >

Step 5: Each selected class will be listed with the available accommodations. Click each box for the accommodation that you wish to apply for that course and Click “Submit Request”

[Note: If you are not sure that you will need a certain accommodation as it is too early in the semester or if you have not attended class yet, then don’t select it. You can always select that accommodation later after meeting with your OSS Advisor.]

ACCT 221.01	STEP: FINAL STEP
Course Title: ACCT 221.01 - Prin-Finl Actg	<input type="checkbox"/> I understand that in addition to requesting my accommodations, I need to follow up with each of my Professors to discuss my accommodations and how it applies within their course this semester.
<i>Course Detail</i> ▼	
SELECT ACCOMMODATIONS	SUBMIT REQUEST >
<input type="checkbox"/> Select All	START OVER >
<input type="checkbox"/> Assigned to a Front Row Seat if Seats are Assigned	
<input type="checkbox"/> Extra Time 1.5x	
<input type="checkbox"/> Laptop or Tablet for Notetaking	
<input type="checkbox"/> Math Fact Sheet	
<input type="checkbox"/> I do not need accommodation for this course: ACCT 221.01 .	

Note: Once you submit your accommodation request, it will be reviewed and processed by your assigned OSS Advisor during regular business hours. Once your accommodation letter is processed, you will be able to print a PDF copy from OSSOnline.

For certain accommodations (i.e. notetaking), a meeting or phone consultation with your OSS Advisor needs to take place prior to approval – so set up those appointments through Connect.

For assistance with your accommodation letter: Please meet with your OSS Advisor.