How to Request Letter of Accommodation in DRS Task Center

1. Go to drs.pitt.edu (Directed to http://www.studentaffairs.pitt.edu/drs/)
2. Click on ‘Letter of Accommodation Request Form’ on blue menu
3. You will be directed to DRS Task Center at https://askcathy.pitt.edu/collection/all/drs
4. Request Letter of Accommodation
5. Login with Pitt username and Password
6. Be directed to DRS Student Dashboard
7. Click on Letter of Accommodation:
   a. Click View classes or Request Accommodations
   b. Respond to Are these accommodations still correct?
      i. Yes
      ii. No, contact your Disability Specialist to discuss.
   c. Notice documentation expiration date. Did your documentation expire?
      i. Yes, contact your Disability Specialist to discuss.
      ii. No
8. Under Letter of Accommodation
   a. Click View Classes
   b. Review courses, instructors, and select which courses to send Letter of Accommodation
   c. Click Request letters for Current Term

You must request your accommodation letters each term.