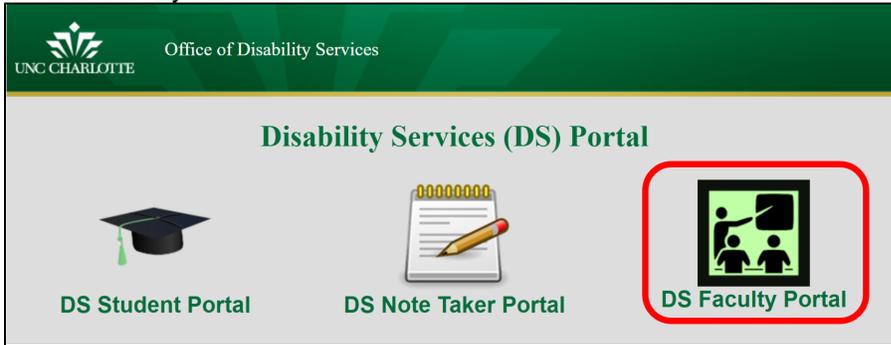


How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?

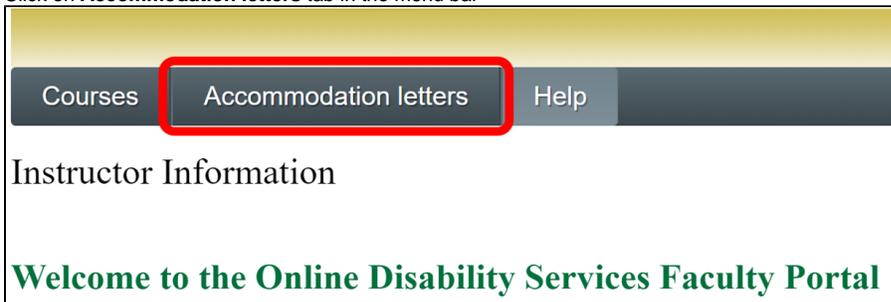
Tell Me

Students with disabilities who are registered at the Office of Disability Services can use the online Disability Services Portal to request accommodations. The following instructions explain how to view students Accommodation Letters online.

1. Go to [DS Portal](#)
2. Click on **DS Faculty Portal** icon



3. This brings the Instructor Information (Help) page
4. Click on **Accommodation letters** tab in the menu bar



5. **Login** using your NinerNet username and password.

Instructor Log In

Instructor Log In to DS Faculty Portal Please enter your UNC Charlotte NinerNet Username and Password.

NinerNet ID:

Password:

6. This brings the "Accommodation Letters" page. **Select the correct semester** from the drop-down menu.

 Here you can see a table list of all the students who have submitted accommodation requests in your various courses. Click on "COURSE" column title to sort by course.

You will need to confirm receipt of the accommodation letter(s) for each student.

7. To view the Accommodation Letter and begin the confirmation process, **click on View letter** by the corresponding student's name.

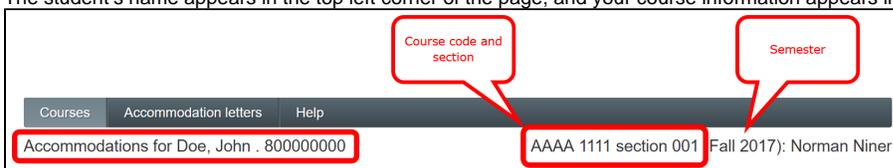
Accommodation Letters

Show term: Fall Semester 2017

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

COURSE	STUDENT	DATE LETTER AVAILABLE	YOUR CONFIRMATION	LETTER
BIOL 2000 section 001 (201708)	John Doe	Nov 29, 2017		View letter
CHEM 1000 section 001 (201780)	John Doe	Nov 29, 2017		View letter

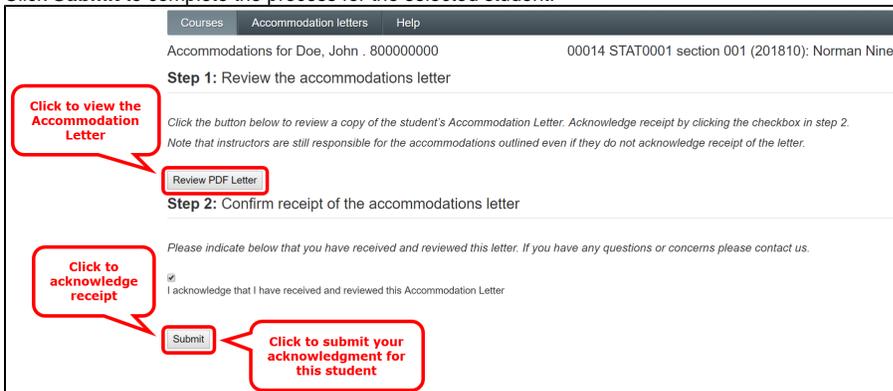
8. The student's name appears in the top left corner of the page, and your course information appears in the top right corner of the page.



9. Click **Review PDF Letter** button to view the student's Accommodation Letter.

10. Click the **acknowledgment checkbox** to confirm receipt of the Accommodation Letter.

11. Click **Submit** to complete the process for the selected student.



12. See this [flyer](#) for a brief, printable outline.

13. For any questions, email disability@uncc.edu, or call (704) 687-0040

Related FAQs

- [How can instructors/faculty approve a requested test using the DS Faculty Portal?](#)
- [How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?](#)
- [Who is responsible for determining reasonable classroom accommodations?](#)
- [How can a student view and download Class Notes?](#)
- [What are faculty responsibilities when notified of a request to test in the Disability Services \(DS\) Test Center?](#)