How can instructors/faculty review and confirm receipt of 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 review and confirm receipt of students’ Accommodation Letters online.

1. Go to DS Portal
2. Click on DS Faculty Portal icon

This brings the Instructor Information (Help) page

3. Click on Accommodation letters tab in the menu bar

Instructor Information

Welcome to the Online Disability Services Faculty Portal

5. Log in using your NinerNet username and password.

Instructor Log In

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.

6. Select the correct semester from the drop-down menu.

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

- What is Grackle Docs?
- How can a student request a Note Taker?
- How can instructors/faculty Review and confirm receipt of accommodation letters in the DS Faculty Portal?
- How can instructors/faculty approve a requested test using the DS Faculty Portal?
- Who is responsible for determining reasonable classroom accommodations?