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
3. This brings the Instructor Information (Help) page
4. Click on Accommodation letters tab in the menu bar
5. Log in using your NinerNet username and 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 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?