

How To: ACCESS Accommodation Letters

If you have a student in your course who works with ACCESS Disability Services, you will receive automated emails for each student who submits an ACCESS Accommodation Letter. Please find some guidelines below to assist you in navigating the [myACCESS Faculty Web Portal](#) and approving student accommodations in your course.

1. Automated email: “Accommodation Letter Notification...”

- For each ACCESS student in your course who submits an accommodation letter, you will receive an automated email informing you that a student has registered with the ACCESS Office and has an accommodation letter ready for your review.
- Select the link included in the letter to navigate to your myACCESS Faculty Web Portal.

2. myACCESS Faculty Web Portal

- You can access your faculty web portal from a variety of places on the web, including:
 - via portal links from our website, <http://www.uvm.edu/myaccess>
 - via Blackboard (left-hand side for instructors: View Accommodations Requested in Your Course)
 - via myUVM (Your Courses: View Accommodations Requested in Your Course)
 - Or via the link included in the ACCESS Accommodation Letter email
- Login using your UVM netID and password.

3. View Accommodation Letters

- Select “Accommodation letters” from the top menu bar.
- For each student who has submitted an ACCESS Accommodation Letter, you will see details including:
 - Course/section
 - Student
 - Date of their letter submission
 - Date of your confirmation of their letter
 - Link to ‘View letter’
- Alternately, you may select “Courses” from the top menu bar to sort by each course/section you teach. In the “Options” column you may view links to: ‘Accommodation Letters’ and ‘Tests and Exams.’
 - Select ‘Accommodation Letters’ to view each of the students in that course/section who have submitted ACCESS Accommodation Letters.

4. Accommodation Letter Review

- Select ‘Review PDF Letter’ to view and/or save the student’s accommodation letter.
 - Please note, you do not *have* to save the student’s letter. Letters will be available for you to view at any time online via your myACCESS portal.
- Troubleshooting for letter download:

- Since letters are attached as PDF documents, Adobe Reader is needed to view the letter. If you cannot open the letter, save the letter to your desktop and open using Adobe Reader. PDFs do not open or are not able to be viewed properly using Mac Preview or some other programs, which may be the default on your computer.
- If you cannot open or view the letter using Adobe Reader, please email myACCESS@uvm.edu to request a copy of the letter in an alternate format. Please include the student name, course and section in your request.

5. Accommodation Letter Confirmation

- Once you have reviewed a student's letter, please select the check-box in 'Step 2' on the same page where you downloaded the letter for review.
 - Some faculty may choose to wait to meet with each individual student, prior to selecting the confirmation check-box. Details regarding student responsibilities are included in Step 6 below.

6. Student Meetings and Student Responsibilities

- Electronic letters do NOT replace an in-person meeting between students and faculty.
 - Though students will not be hand-delivering accommodations letters to faculty (in most cases), students still must arrange a meeting to discuss their accommodations.
 - Students and faculty both have access to the accommodation letters via their respective myACCESS portals. Letters can be downloaded to view and discuss during a student meeting.
- Students are instructed:
 - *Please remember, emailed accommodation letters do NOT replace an in-person interaction with your instructors. We strongly advise arranging a meeting with each of your instructors to discuss the specifics of each of your course accommodations and to create a plan for smooth delivery of services.*
- Please meet with each student in your course to discuss their accommodations and create a plan for smooth delivery of services for your course for the semester.
 - It is the student's responsibility to initiate contact and set up a meeting with their instructors, though some instructors choose to reach out to students to set up a meeting.
- Students are not eligible to receive the accommodations detailed in their accommodation letters until they have met with a discussed their accommodations with their instructors.
 - Students will not be able to submit requests for notes and/or test booking for any course via their myACCESS portal until their instructor has confirmed receipt of their accommodation letters via the check-box on the myACCESS Faculty Portal.

- Instructors may choose *not* to select the check-box to confirm receipt of the accommodation letter until the meeting with the student to help enforce the student meetings prior to approving accommodations for the semester. This will require that students follow through with this meeting before they are able to receive accommodations, including notes and exam proctoring.
- You can tailor this message in an announcement (on Blackboard, on your syllabus, in person on the first day of class, etc.) so that it is course/instructor specific, in that students must meet with you before you select the approve accommodations check-box for their letter.

7. What if I have questions or concerns regarding a specific accommodation?

- If you do not understand the details of any accommodation listed on a student's accommodation letter, please email myACCESS@uvm.edu.
- Our staff will work to clarify the accommodation and/or forward your question or concern to the appropriate ACCESS Disability Specialist who will be able to address the accommodation with student-specific details.
- In some cases, an accommodation may not seem appropriate in your course. In these cases, please meet with the student to discuss the accommodation and create a plan for the semester. If you still need clarification or are concerned about a particular accommodation, please contact us!

8. What if I am the instructor for a course, but the course is not available for me to view via my myACCESS Faculty Web Portal?

- Courses are pulled from the Registrar and in some courses, multiple faculty are listed as the instructors for an individual course. The default is the first instructor listed on the Registrar's page for that course, in most cases.
- If you are an instructor in a course, but are unable to view the course and/or accommodation letters for your students, please email myACCESS@uvm.edu. We can manually override the correct instructor into the course/section they teach.
- If multiple instructors teach the same course, the same scenario applies. Please email us and we can add an additional instructor to the course.

9. What if I have a TA who will be assisting with student accommodations and/or test booking throughout the semester? Can they be granted permission to myACCESS?

- If you have TAs in your course who will be assisting with or need access to view accommodation letters and/or test booking for the semester, please email myACCESS@uvm.edu with the TA name and UVM netID, as well as the course/section for which they will need to have access.
- We can manually add the TA in as an "Alternate Contact" for the course and grant them permission to view accommodation letters and/or test booking information.
- Once TAs are added to the course, they will be able to login via the myACCESS Faculty Web Portal using their UVM netID and password, just as instructors are able.

- If a TA is a Note Taker for a course, please refer to the “How to: Request a Peer Note Taker in My Course” document. To manage and upload notes for a course, TAs will need to register as a Note Taker and login using the myACCESS Student Web Portal.

For troubleshooting help with accommodation letters, please email: myACCESS@uvm.edu.