

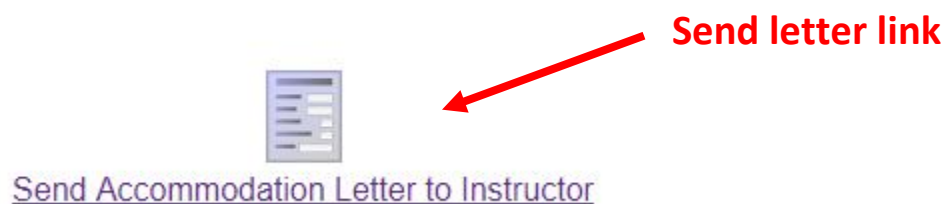
## How to Inform Your Instructor(s) About Your Accommodation Letter

Effective Winter quarter 2018, CAE-registered students can initiate a request for an electronic accommodations letter to be securely available for faculty members to view online.

Self-Registration puts the student in the driver's seat—rather than emailing your counselor and asking them to send the accommodations letter to your instructor, you now have the ability to request a letter via our Student Portal. **Please note that only exam and classroom accommodations will be included in your letter.**

### Instructions:

- 1. Returning students** (ie students that have registered with the CAE and have had previously approved accommodations) log into the Student Portal found on [www.cae.ucla.edu](http://www.cae.ucla.edu). You will be taken to a welcome page. (**New students** must complete a [request for accommodations](#) & register with the CAE before accessing this feature).
- 2.** From here, select the button that says **Send Accommodation letter to instructor**.



After you complete the process of [Sending your Accommodation Letter to your Instructor](#), **you should inform your instructor about your letter in one of two ways:**

1. Tell your professor to log into the Faculty Portal to view your letter.
2. Copy & paste the following email and send it to your professor:

Dear Instructor:

I am registered with the Center for Accessible Education (CAE) and recently submitted a request to the CAE to make my letter of accommodation viewable in the online Faculty Portal. Please log into the **Faculty Portal** found on the top right side of the [CAE homepage](#) in order to view my accommodation letter. If you have any questions about my accommodations, you can follow up with my CAE Disability Specialist, whose information is found within the letter. [Link to the Faculty Portal](#)

Thank you.