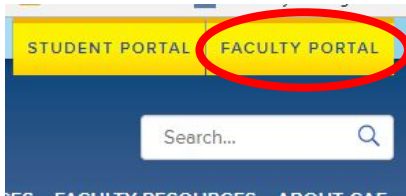


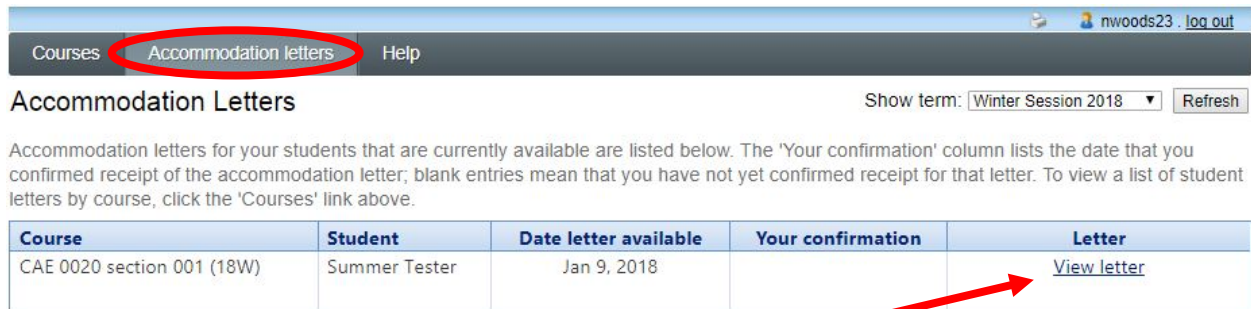
## How to view accommodation letters for your students

Accommodation letters notify you about the academic accommodations your students will need to meet the learning outcomes in your course. To view your student's accommodation letters, please follow these steps:

1. Visit the Faculty Portal found on the CAE homepage. Log into the Portal using your UCLA logon and password.



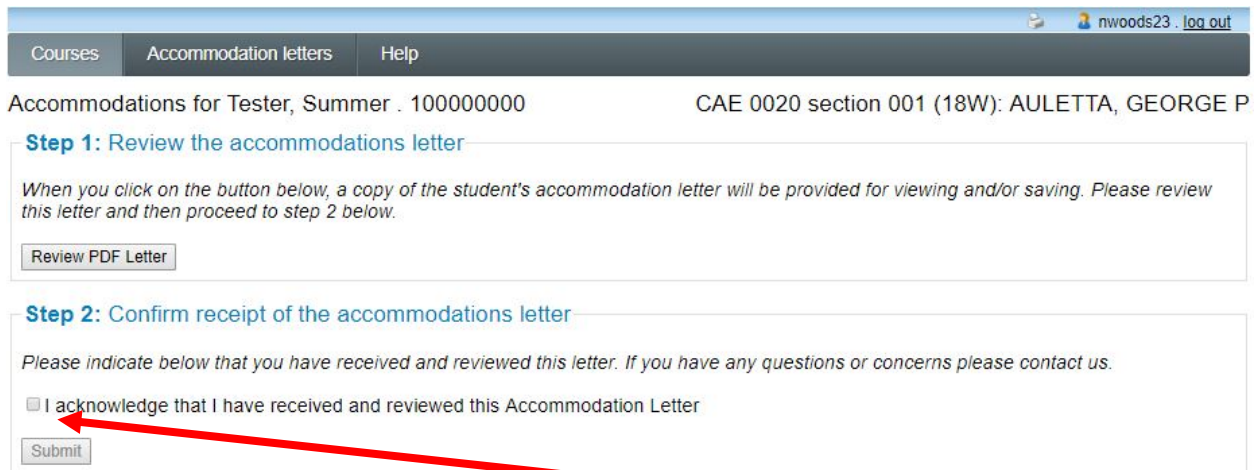
2. You will see two headings: *Courses* and *Accommodation Letters*. Click on *Accommodations Letters* to view a list of students who have requested that you view their letter.

A screenshot of the 'Accommodation Letters' page. At the top, there are three tabs: 'Courses', 'Accommodation letters', and 'Help'. The 'Accommodation letters' tab is circled in red. Below the tabs, there is a 'Show term:' dropdown menu set to 'Winter Session 2018' and a 'Refresh' button. The main content area contains a table with the following data:

Course	Student	Date letter available	Your confirmation	Letter
CAE 0020 section 001 (18W)	Summer Tester	Jan 9, 2018		<a href="#">View letter</a>

A red arrow points from the 'View letter' link in the table to the next screenshot.

3. Click to view the student's letter.

A screenshot of the student's accommodation letter page. At the top, there are three tabs: 'Courses', 'Accommodation letters', and 'Help'. The 'Accommodation letters' tab is circled in red. Below the tabs, there is a header for 'Accommodations for Tester, Summer . 100000000' and 'CAE 0020 section 001 (18W): AULETTA, GEORGE P'. The main content area is divided into two steps:

**Step 1: Review the accommodations letter**

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

[Review PDF Letter](#)

**Step 2: Confirm receipt of the accommodations letter**

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

[Submit](#)

A red arrow points from the 'Review PDF Letter' button in Step 1 to the 'Submit' button in Step 2.

After you review or save a pdf of the letter, proceed to step 2 – **confirming receipt of the letter**. The system will record your confirmation.

Please contact the CAE at (310) 825-1501 with any questions or concerns.