For Instructors: How to View and Sign Student Accommodation Letters

ACC's Faculty and Staff Accommodate Portal

When you have students with disabilities in your classes, you will receive automated emails from the Symplicity Accommodate system to notify you that you have letters to sign for a student's accommodations for the semester. This document will cover how to view and sign student letters.

1. Log in to Symplicity Accommodate. If you need a reminder on how to log in, please review the "How to Log In To Symplicity Accommodate" document. After logging in, you will be on the main page of Accommodate, displaying the News Feed with any announcements or notifications that may be available, as shown in Figure 1.
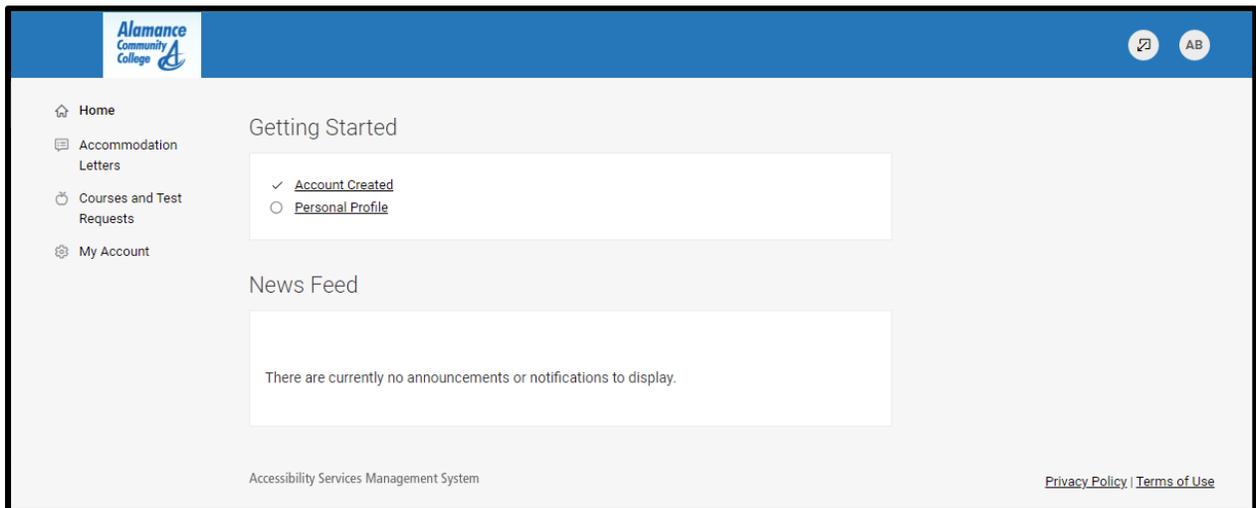

Figure 1. The main page of Symplicity Accommodate for instructors, displaying the News Feed section and sidebar with different options on the left side of the screen.

2. In the left side bar of the main page, find and select the option that says "Accommodation Letters." It is the second option in the menu. On this page, any letters for students in your current classes will be listed, as shown in Figure 2. Also notice in Figure 2 that to the right of all

letters, there is a small box that will say either "Signature Required" or "Signed." The ones you have not yet signed are marked with "Signature Required."
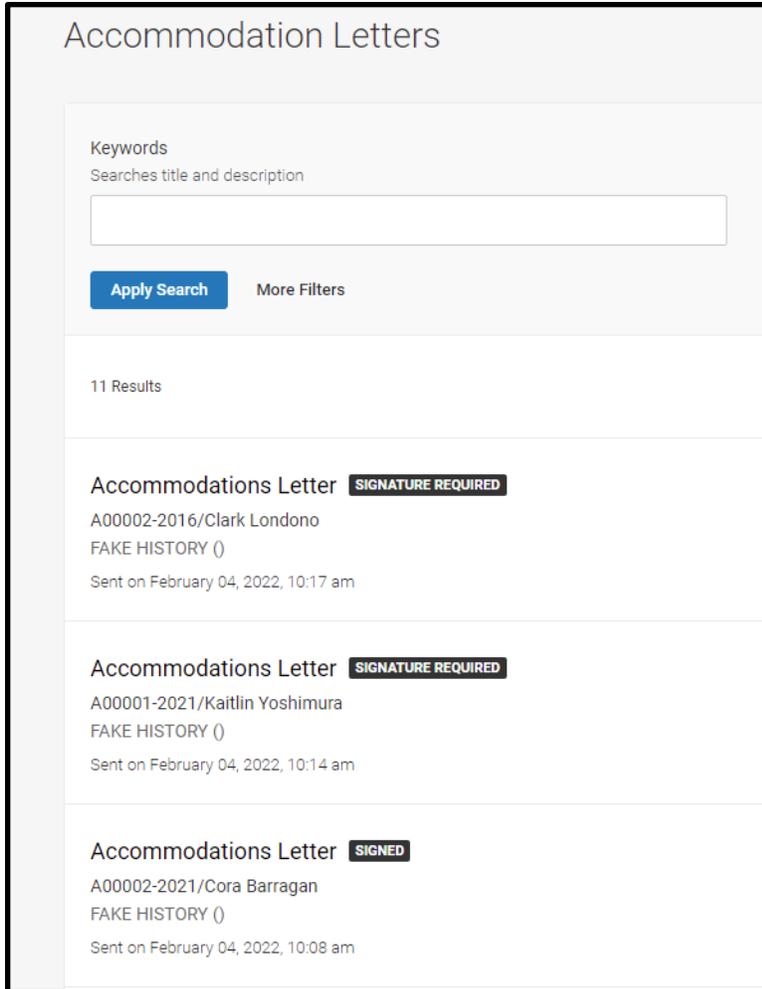

Figure 2. In the Accommodation Letters section of Accommodate, the list of student letters will be displayed. To the right of each student's letter, there is a small box that says either "Signature Required" or "Signed," depending on whether the letter has been signed yet.

3. For any student accommodation letter that is marked as "Signature Required," please click on the letter to open and view the letter. Clicking on the letter will take you to another page with the letter displayed. If you would like to print the letter or view it as a PDF, you may use the Print Letter or Generate PDF options at the top of the

page. However, please remember that **these letters are confidential**, so store them in a secure manner either physically or digitally and shred or delete them after the semester has ended. Scroll down to read the letter, which will list the student's accommodations and for which of your classes the student will be using their accommodations.

4. After viewing the letter, scroll to the bottom of the letter and type your name in the box labeled "Your Signature," then click the Save button at the bottom of the page, as shown in Figure 3.

Figure 3. An example student accommodation letter where the accommodation is listed in bold and the course where the accommodation will be used is listed below. At the bottom of the page, the instructor has typed their name in the "Your Signature" box and the Save button is outlined in black that will be used to save the signature and sign the letter.

5. After hitting Save to sign the letter, you will be returned to the previous page with the student letters listed. Now notice that the box to the right of the letter you just signed will show "Signed" instead of "Signature Required." If all of the letters in the list have been viewed and signed, you are done and can log out of Accommodate.