

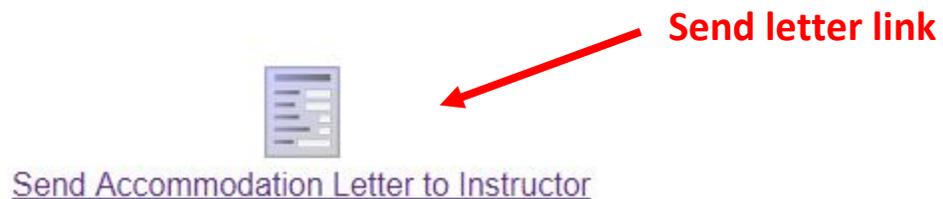
How to Request an Accommodations Letter for Your Instructor(s)

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 in the CAE Faculty Portal. This is found on the CAE website: www.cae.ucla.edu.

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. 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. (Please remember an Accommodation Letter will be available to your professor in the Faculty Portal. It is not actually sent.)**



- 3. You will see a welcome page with the following message:**

Accommodations FAQ Submit a comment Help

Request for Accommodations [Help](#)

Once your request has been approved, your instructor will receive an email and instructions on how to access your accommodation letter via the Faculty Portal. You will also be able to access your accommodation letter via the Student Portal at any time. You will be asked to make a request at the beginning of each quarter for which you are requesting accommodations and an accommodations letter for your instructors.

Please note that ONLY Classroom and Exam accommodations are listed and in the accommodation letter provided to instructors through the ClockWork Faculty Portal. For a comprehensive list of all your accommodations, please follow up with your CAE specialist.

If you have any questions or require assistance please contact your CAE specialist. Click the '[Accommodations](#)' button in the main menu in order to get started.

- When you select the **Accommodations** button, you are brought to a page that lists all of your courses for the current term. It will show the status of accommodation requests for each course.



Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses:

Show term: Winter Session 2018 Refresh

| Course | Status | Request | Letter |
|-----------------------------|---|----------------|--------|
| CAE 0020 Section 001 | Waiting for student to request Please click the 'Request' button to the right in order to complete the request process. | Request | |
| English 0001 Section 002 | Waiting for student to request Please click the 'Request' button to the right in order to complete the request process. | Request | |

- You can click on the **Request** button for a specific course. A list of your approved accommodations is shown along the left hand side of the screen under **Your accommodations**. Only your most recently approved accommodations will appear in the list. You can then manage which accommodations you want applied to the selected course. *You cannot make any changes; you can only indicate that a change is required.*

- IMPORTANT:** Please make sure that the instructor and email listed for your course are correct. If it is not, do not continue. Contact your CAE counselor.

Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

Your accommodations:

- Extra Time: 50%
 - Separate Testing Environment
 - Computer
- [check all](#) [check none](#)

Please verify all boxes are checked.

Courses to request:

- CAE 0020** section 001
AULETTA, GEORGE P gauletta@otc.ucla.edu
 - English 0001** section 002
WOODS, NICKEY nwoods@saonet.ucla.edu
- [check all](#) [check none](#)

Instructor & email

Please indicate if your accommodations require any changes:

- My accommodation(s) are correct the way they are
- I need additional accommodations
- I need to change or remove an accommodation

Optional note:

- You then must indicate either that the list of accommodations for the course is 1) correct, 2) needs to be changed, or 3) if additional accommodations need to be added/deleted. Once you review and agree with the terms outlined, it will be submitted to the CAE as an accommodation request for your CAE counselor.

Terms

Website Privacy & Security Policy

We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person.

I agree to the terms outlined above

- If no changes are required, an automatic email is sent to the professor that contains a link to view your letter. You can automatically generate an approved accommodation letter by clicking on the **Get Letter** button.

Accommodations FAQ Submit a comment Help

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Winter Session 2018

| Course | Status | Request | Letter |
|-----------------------------|---|--|---|
| CAE 0020 Section 001 | Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation. | | <input type="button" value="Get letter"/> |
| English 0001 Section 002 | Waiting for student to request Please click the 'Request' button to the right in order to complete the request process. | <input type="button" value="Request"/> | |

- If you require additional accommodations or need a change in accommodations, the accommodation status will change to pending and will be reviewed by your CAE counselor. Once your counselor approves the accommodation, you can log in and resubmit your request for approval. If your counselor denies the request, you can schedule an advising appointment to discuss.
- If you have any questions about this process, please contact your CAE counselor.