

Utilizing the Faculty Portal to View a Student's Letter of Accommodation

The purpose of a student's Letter of Accommodation is to inform faculty members about a student's classroom accommodations. The purpose of this communication is to clarify how faculty members access student letters.

1. At the beginning of each quarter, students log into the **Student Portal** and follow the steps to request the use of their accommodations. This process also allows the student's Letter of Accommodation to be made viewable online by their instructors. **Please note that this process does not automatically send letters to instructors.**
2. After a student has requested that their letter be made viewable online, the student must notify their instructor that the letter is ready for viewing. This information has been emailed to students and also appears on the CAE homepage:
Regarding Accommodations Letters: Please follow the links for [How to request an accommodations letter for your instructor](#) and [How to Inform Your Instructor\(s\) About Your Accommodation Letter](#). Please note that the CAE does not send accommodations letters to instructors--students must request that their instructors view the letter in the online Faculty Portal.
3. After a faculty member is notified about a Letter of Accommodation by their student, the faculty member should log into the **Faculty Portal** (located on the upper right of the CAE homepage) using their UCLA logon ID and password to view the student's letter. Faculty members will also be able to acknowledge receipt of the letter.

The CAE recommends that as a best practice, faculty log into the Faculty Portal on a weekly basis to determine which students have made accommodation requests in their courses. This ensures that faculty members are aware of the Letters of Accommodation, even if a student does not communicate this information to you. If you log in at the beginning and end of each week, you will be able view requests made over the weekend, as well as any new requests submitted by students during the week.

4. **Regarding exams:** For faculty who have their exams proctored by the CAE Proctoring Center, you will receive emails from the CAE throughout the quarter. The purpose of these emails is to notify faculty about the need to upload exams via the Faculty Portal. Please note that faculty will continue to receive emails from the CAE Proctoring Center until the exam is uploaded. To ensure a comparable testing experience, we ask that faculty members upload exams no later than the day before exam administration.

Please feel free to contact the counselor listed in the Letter of Accommodation if you have any further questions.

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