

## How to Inform Your Instructor(s) About Your Accommodations

Please complete the following steps *each quarter* that you choose to use your accommodations:

### Step #1: Request Accommodation Letter for Instructor

Go to the [CAE website](#) and click on the yellow “Student Portal” button. Once you have logged in, click on “*Request Accommodation Letter for Instructor*”



If you have any questions about this step, please contact the CAE either by calling the main office at 310-825-1501, stopping by in person (Murphy A255), or emailing your CAE counselor.

### Step #2: Inform Professor about Your Accommodations Letter

After you complete Step #1: Request Accommodation Letter for Instructor, you should inform your instructor about your letter in one of two ways:

- Ask your professor to log into the Faculty Portal to view your letter.
- Copy & paste the following text and send it to your instructor via email:

Dear Instructor

I am registered with the Center for Accessible Education (CAE) and recently submitted a request to the CAE to send a copy of my accommodation letter to you. 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.