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.