

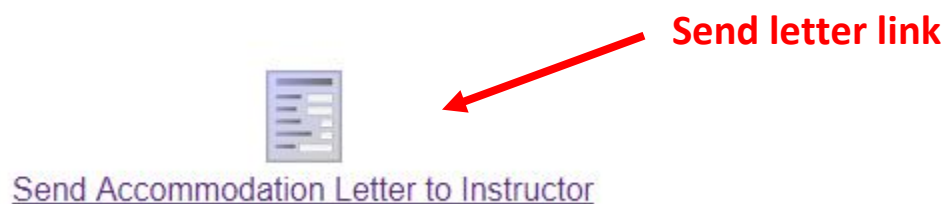
## How to Inform Your Instructor(s) About Your Accommodation Letter

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 online.

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](http://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**.



After you complete the process of [Sending your Accommodation Letter to your Instructor](#), **you should inform your instructor about your letter in one of two ways:**

1. Tell your professor to log into the Faculty Portal to view your letter.
2. Copy & paste the following email and send it to your professor:

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.

Thank you.