

Faculty Steps for Viewing & Confirming Accommodation Letters

1. Click on the link in the email notification to take you to your portal
2. You can access the portal directly any time by logging into your Pipeline account. Click on the 'Faculty' Tab, then click on 'Class Management', then click on 'DSPS Online Services Faculty Portal.'
3. In your portal, you will arrive at this information page. Click on the 'Accommodation letters' tab as noted below.

The screenshot shows the top navigation bar of the DSPS Online Services Faculty Portal. The 'Accommodation letters' tab is highlighted with a red circle. Below the navigation bar, the title 'DSPS Online Services Faculty Portal' is displayed in red. Underneath, the text 'This portal will allow you to:' is followed by a bulleted list of features:

- Review and Approve Student's DSPS Faculty Accommodation Letters
- Review/Confirm Test Booking Requests
- Upload Test and/or Test Instructions
- Test Delivery to DSPS

Faculty Accommodation Letters

4. On the 'Accommodation letters' page, identify the correct semester if needed. (This step will be needed until the semester begins.)

The screenshot shows the 'Faculty Accommodation Letters' page. The 'Accommodation letters' tab is selected. The 'Show term:' dropdown menu is set to 'Spring Session 2021' and is highlighted with a red circle. Below the dropdown is a 'Refresh' button. The main content area contains a table of accommodation letters for students.

Course	Student	Date letter available	Your confirmation	Letter
PROD 100 section 00001 (Spring 2021)	Learner, Ima . 1098T	Jan 7, 2021		View letter

5. When you have the correct semester, click on 'View letter'

The screenshot shows the 'Faculty Accommodation Letters' page with the 'View letter' link in the table highlighted with a red circle. The 'Show term:' dropdown menu is still set to 'Spring Session 2021'.

Course	Student	Date letter available	Your confirmation	Letter
PROD 100 section 00001 (Spring 2021)	Learner, Ima . 1098T	Jan 7, 2021		View letter

6. On this page you can access the student's accommodation letter and confirm receipt of the letter.

Step 1. Click on the Review PDF Letter and view it (see the sample below). When you close the PDF this page will be available again.

Step 2. Confirm receipt by clicking the acknowledgement box and then clicking on 'Submit' as indicated. If you have questions about the accommodations you can contact the DSPS Counselor indicated on the letter.

The screenshot shows a web interface with a navigation bar at the top containing 'Courses', 'Accommodation letters', and 'Help'. In the top right corner, there is a user profile 'jhose' and a 'log out' link. Below the navigation bar, the page title is 'Accommodations for Learner, Ima . 1098T' and the course information is 'PROD 100 section 00001 (Spring 2021)'. The main content area is divided into two steps. Step 1 is titled 'Step 1: Review the accommodations letter' and contains the instruction: 'When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.' A button labeled 'Review PDF Letter' is circled in red. Step 2 is titled 'Step 2: Confirm receipt of the accommodations letter' and contains the instruction: 'Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.' Below this instruction is a checkbox labeled 'I acknowledge that I have received and reviewed this Accommodation Letter', which is pointed to by a red arrow. At the bottom of the step 2 box is a blue 'Submit' button.

jhose . log out

Courses Accommodation letters Help

Accommodations for Learner, Ima . 1098T PROD 100 section 00001 (Spring 2021)

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Submit