How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?

Tell Me

Students with disabilities who registered at the Office of Disability Services can use the online Disability Services portal to request accommodations. The following instructions explain how to view students Accommodation Letters online.

Go to https://dsportal.uncc.edu

1. Go to https://dsportal.uncc.edu
2. Click on “DS Faculty Portal” icon

3. This brings you to the “Instructor Information” page
4. Click on “Accommodation letters” tab in the menu bar

Instructor Information

Welcome to the Online Disability Services Faculty Portal

5. On the “Instructor Log In” page, login using your NinerNet credentials

6. This brings you to the “Accommodation Letters” page. Select the correct semester from the drop-down menu. Here you can see a list of all the students who have submitted accommodation requests in your various courses.
7. You will need to confirm receipt of the accommodation letter(s) for each student.
8. To view the Accommodation Letter and begin the confirmation process, click on “View letter” by the corresponding student’s name.
8. The student’s name appears in the top left corner of the page, and your course information appears in the top right corner of the page.

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10. View the student’s Accommodation Letter by clicking on the “Review PDF Letter” button.

11. To confirm receipt of the Accommodation Letter, click on the acknowledgement checkbox.

12. Click “Submit” to complete the process for the selected student.

13. See this flyer for a brief, printable outline.

14. For any questions, email disability@uncc.edu, or call (704) 687-0040

Related FAQs

- How can instructors/faculty approve a requested test in the DS Faculty Portal?
- How Can a Student Do a Semester Check-In for Disability Services Online?
- How Can a Student Schedule a Test Using the Online DS Student Portal?
- How Can a Student Schedule a Final Exam Using the Online DS Student Portal?
- How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?