How to use the Accessibility Services Faculty Web Portal to: VIEW ACCOMMODATION LETTERS FOR COURSES (from students registered with AS who have requested them)

<u>STEP 1</u>

As soon as an Accommodation Letter request has been approved by AS for a University of Winnipeg student, you will be notified when their Letter is available to you online at <u>the Faculty Web Portal</u>.

You will need your WebAdvisor username and password to log in. If you are unsure of your WebAdvisor account login information, you may need to contact <u>the Tech-nology Service Desk</u>.

THE UNIVERSITY OF WINNIPEG
Instructor Log In to Accessibility Services Web Portal Please enter your WebAdvisor username and password below.
Your WebAdvisor username:
The University of Winnipeg - Accessibility Services 515 Portage Ave. Room 1M35, Winnipeg, MB R3B 2E9 - (204) 786-9771 - accessibility@uwinnipeg.ca

This is a secure platform that has been tested with TSC, reviewed by the Privacy office, and is currently used by a number of colleges and universities across North America.

<u>STEP 2</u>

Once you have logged in, you will be directed to a page that summarizes the purpose of the website and the data contained within it.

Select "Accommodation letters" from the toolbar at the top.



Welcome to Accessibility Services' (AS) Instructor Information website. You can use this website to:

- View the documented accommodations provided to your students who have registered with AS
- Tell us about your upcoming mid-terms, tests, exams or quizzes

Notice regarding the Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University:

This personal information and personal health information is being provided to you under the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA). The information provided may only be used for the purpose of notifying instructors of student accommodations and exam dates. The personal information and personal health information provided may not be used, shared, or disclosed for other purposes. The use of this information must be limited to the minimum amount of information necessary to accomplish the purpose for which it was collected. If you have any questions, please contact the Information and Privacy Office (204-988-7538).

Please click the <u>courses</u> link in the menu in order to get started.

STEP 3

You will be presented with a list of students in your University of Winnipeg or PACE courses whose requests for Accommodation Letters have currently been approved.

Click on the "View letter" link next to one of them for more information.

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Courses	Accommodation letters	Help				
Accommo	odation Letters		3	Show term: Fall Se	ssion 2017 V	Refresh

Accommodation letters for your students that are currently available are listed below. The 'You' confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	Student	Date letter available	Your confirmation	Letter
Intro to Clockwork Web 0101 section 000 (Fall 2017)	Version5 Test Student	Dec 13, 2017		View letter
Intro to Proctoring 0000 section 000 (Fall 2017)	Aa Aa	Nov 8, 2017		<u>View letter</u>

STEP 4

You may either:

- download the letter in PDF format (to open in Adobe Reader),

or

- preview the letter online in HTML format (recommended for most users, especially if browsing from a mobile or other device without Adobe Reader).



Partial example of a letter previewed in HTML format:



<u>STEP 5</u>

Once you have either previewed or downloaded the student's letter, check the box and click the "Submit" button at the bottom of the web page to acknowledge receipt.

Your assistance is greatly appreciated!					
If you have any questions or concerns, please contact us at (204) 786-9771 or <u>accessibility@uwinnipeg.ca</u> . Your input into the services of AS would be invaluable to our planning.					
With thanks, Jesse Turner Accessibility Advisor	For test/exam-related inquiries, please contact: Jamie Ducusin Exams & Technology Coordinator				
Step 2: Confirm receipt of the accommodations letter Please indicate below that you have received and reviewed this letter. If you have received and reviewed this letter.					
I acknowledge that I have received	ad and reviewed this Accommodation Letter				
Submit					
The University of Winnipeg - Accessibility Services 515 Portage Ave. Room 1M35, Winnipeg, MB R3B 2E9 - (204) 786-9771 - accessibility@uwinnipeg.ca					

STEP 6

You may either:

- log out

or

- return to the "Accommodation letters" page at any time to repeat the previous steps to review any remaining letters and the corresponding instructions within each.

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Courses	Accommodation letters	Help				
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Course	Student	Date letter available	Your confirmation	Letter
Intro to Clockwork Web 0101 section 000 (Fall 2017)	Aa Aa	Dec 21, 2017		<u>View letter</u>
Intro to Proctoring 0000 section 000 (Fall 2017)	Aa Aa	Dec 21, 2017		<u>View letter</u>
Intro to Clockwork Web 0101 section 000 (Fall 2017)	Version5 Test Student	Dec 13, 2017	Dec 13, 2017	<u>View letter</u>