

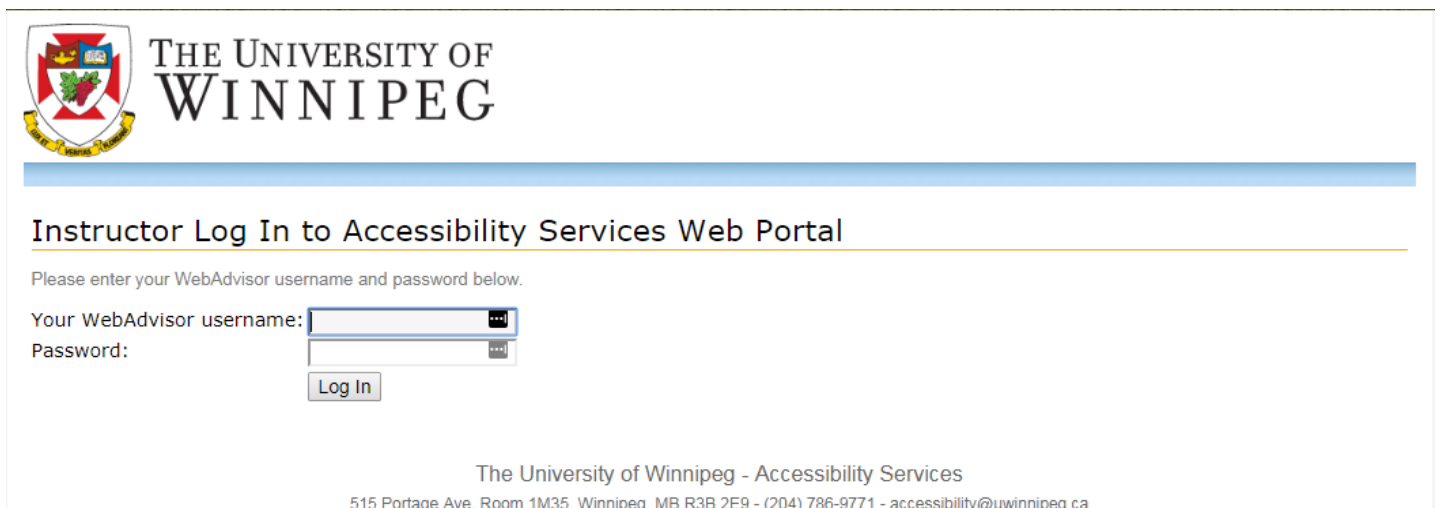
# How to use the Accessibility Services Instructor Web Portal to: **VIEW ACCOMMODATION LETTERS FOR PACE COURSES** from students registered with AS who have requested them

## STEP 1

As soon as an Accommodation Letter request has been approved by AS for a student, you will receive a copy by e-mail from the student and cc'd to a designated PACE coordinator/advisor.

Your students' Letters are also available to you online at [the Instructor Web Portal](#), which 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 [the Technology Service Desk](#).



The screenshot shows the login page for the University of Winnipeg's Accessibility Services. At the top left is the university's crest, followed by the text "THE UNIVERSITY OF WINNIPEG". Below this is a blue horizontal bar. The main heading is "Instructor Log In to Accessibility Services Web Portal". Underneath, a prompt says "Please enter your WebAdvisor username and password below." There are two input fields: "Your WebAdvisor username:" and "Password:". Below the password field is a "Log In" button. At the bottom, the text reads "The University of Winnipeg - Accessibility Services" and "515 Portage Ave. Room 1M35, Winnipeg, MB R3B 2E9 - (204) 786-9771 - [accessibility@uwinnipeg.ca](mailto: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.

## STEP 2

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.



Instructor Information

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 [courses](#) 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.



### Accommodation Letters

Show term: Fall Session 2017 Refresh



Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet 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          |                   | <a href="#">View letter</a> |
| Intro to Proctoring 0000 section 000 (Fall 2017)    | Aa Aa                 | Nov 8, 2017           |                   | <a href="#">View letter</a> |

## 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).

  INSTRUCTOR-T . [log out](#)

Courses | Accommodation letters | Help

Accommodations for Test Student, Version5 . 41T

Intro to Clockwork Web 0101 section 000 (Fall 2017): Testy McTesterson

**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

 or 

Review Html Letter

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## Partial example of a letter previewed in HTML format:


  INSTRUCTOR-T . [log out](#)

Accommodations for Test Student, Version5 . 41T

Intro to Clockwork Web 0101 section 000 (Fall 2017): Testy McTesterson

Back to courses

Accommodation Letter



THE UNIVERSITY OF  
WINNIPEG

**Confidential Interdepartmental Memorandum**

Term: *Fall 2017*  
Course: *Intro to Clockwork Web 0101 000*  
Student: *Version5 Test Student (student#: 41T)*

The above student is registered with Accessibility Services (AS) / Deaf & Hard of Hearing Services (DHoHS) and may require specific academic accommodations in your course this term. **Among their appropriate academic accommodations are the following.**

**Classroom Accommodations**

Please be aware that for appropriate medical/disability reasons this student has confirmed that they may require your knowledge of or assistance with):

## STEP 5

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 [accessibility@uwinnipeg.ca](mailto:accessibility@uwinnipeg.ca). 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

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### 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

The University of Winnipeg - Accessibility Services

515 Portage Ave. Room 1M35, Winnipeg, MB R3B 2E9 - (204) 786-9771 - [accessibility@uwinnipeg.ca](mailto: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.

Courses

Accommodation letters

Help

INSTRUCTOR-T . log out

Accommodation Letters

Show term:

Fall Session 2017

Refresh

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet 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) | Aa Aa                 | Dec 21, 2017          |                   | <a href="#">View letter</a> |
| Intro to Proctoring 0000 section 000 (Fall 2017)    | Aa Aa                 | Dec 21, 2017          |                   | <a href="#">View letter</a> |
| Intro to Clockwork Web 0101 section 000 (Fall 2017) | Version5 Test Student | Dec 13, 2017          | Dec 13, 2017      | <a href="#">View letter</a> |