

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

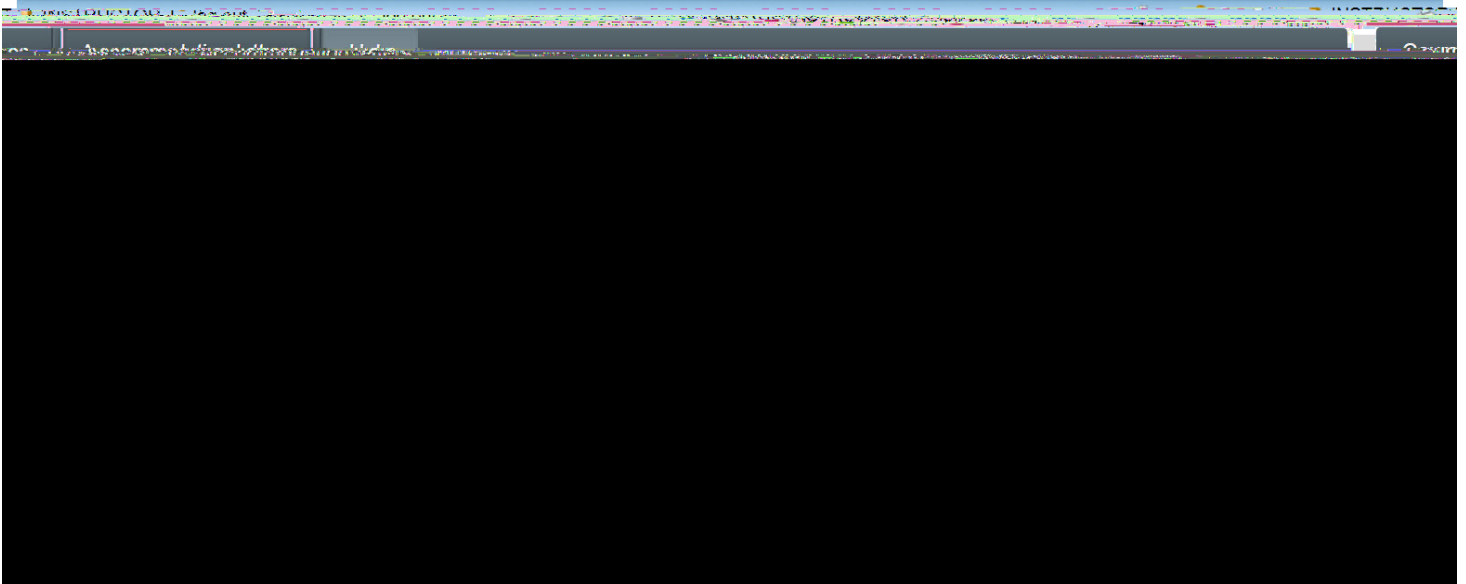
As soon as an Accommodation Letter request has been approved by AS for a student, you will receive a copy by e-mail to the PACE coordinator/advisor.

You will receive the copy by e-mail to the PACE coordinator/advisor. You will need to log in to the [Instructor Web Portal](#), which will need your WebAdvisor username and password to log in.

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.

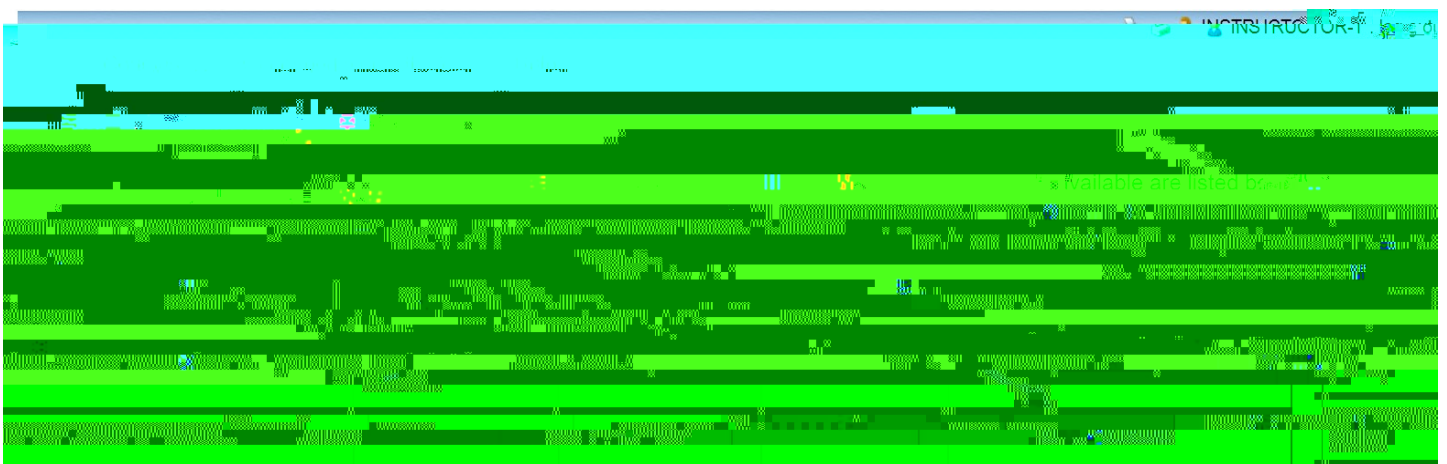
GY`YWh`î 5VWtã a cXUh]cb`YhhYfgj`Zfca`h\Y`hcc`VUf`Uh`h\Y`hcd"



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.

7`jW`cb`h\Y`î J]Yk`YhhYfi`j]b`bYI`h`hc`cbY`cZ`h\Ya`Zcf`a`cfY`j]bZcfa`Uh]cb"



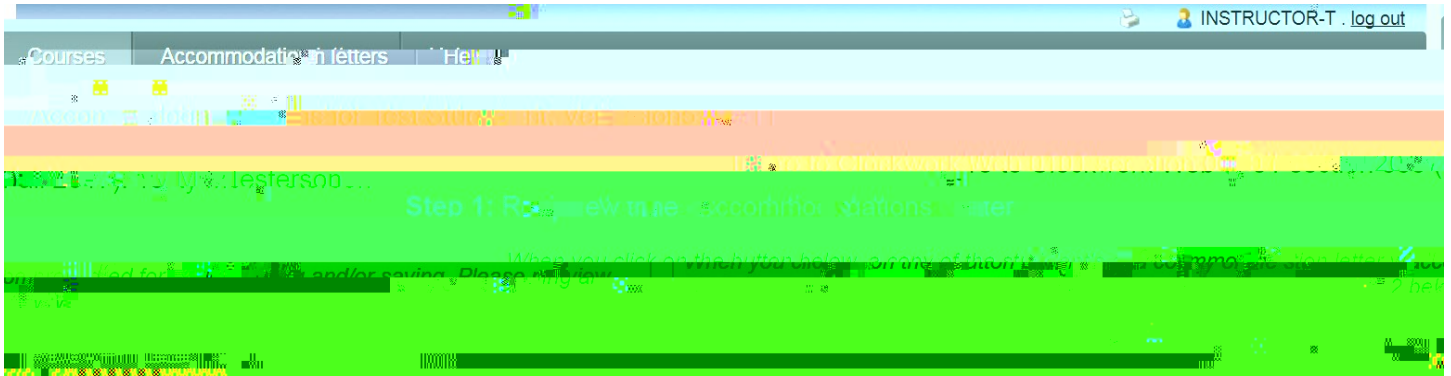
STEP 4

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:

