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

<u>STEP 1</u>

As soon as an Accommodation Letter request has been approved by AS for a student, you will receive a copy by e-a U]`Zfca `h\Y`ghi XYbh`UbX`VWŴX`hc`U`XYg][bUhYX` PACE coordinator/advisor.

Ntif ghi XYbhgÑ@YhhYfg'UfY'U`gc'Uj U]`UV`Y'hc'mci 'cb`]bY'Uh'the Instructor Web Portal, which will need your WebAdvisor username and password to log in.

<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.



<u>STEP 3</u>

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.

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<u>STEP 4</u>

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).

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Partial example of a letter previewed in HTML format:

