

# Accommodate Faculty User Instructions

## Laredo College Disability Services

### How to View & Sign Accommodation Letters

#### Step 1: Email Notification

If a student requests to use accommodations in your course, you will receive an email to your @laredo.edu email asking you to review and sign the Letter of Accommodation. You will need to log in to Accommodate to view and sign the accommodation letter.

#### Step 2: [Log In to Accommodate](#)

To view a student's accommodation letter, select "**Accommodation Letters**" on the left menu.

Then, select the letter that you wish to view. Your signature will be, "**Requested**" and will appear in a black rectangle next to the letter.

Once a letter is signed, the text will indicate "**Signed.**"

The screenshot displays the Accommodate web application interface. At the top left, the word "Accommodate" is written in a stylized font. To the right of the logo are two small circular icons: one with a refresh symbol and another with the letters "AB". Below the logo is a navigation menu with several items: "Home", "Accommodation Letters" (circled in yellow), "Courses", "Calendar", "Surveys", "Resources", and "My Account". The main content area is titled "Accommodation Letters" and features a search bar with the label "Keywords" and the text "Searches title and description". Below the search bar is an "Apply Search" button and a "More Filters" link. The results section shows "13 results" and a "SORT BY: Sent/Submitted" dropdown menu. The first result is "Approval Letter" with a "REQUESTED" status (circled in yellow). Below the title are the details: "A00008-2019/Cora Barragan", "Macro Economics (ECON102)", and "Sent on April 19, 2020, 1:31 pm".

**Step 3.** Once the letter is open, you have the option to print or generate a PDF of the accommodation letter but this is not required.

**To return to the full list, select “Return to List (Accommodation Letter)”**

The screenshot shows the Accommodate web application interface. The top left features the 'Accommodate' logo. A navigation sidebar on the left includes links for Home, Accommodation Letters, Courses, Calendar, Surveys, Resources, and My Account. The main content area displays a breadcrumb trail: 'Return to Accommodation Letters' followed by 'Return to list (Accommodation Letters)', which is circled in yellow. Below this, the title 'Accessibility Letter sent at 2020-04-19 13:31:46' is shown. A form panel contains buttons for 'Save', 'Print Letter', 'Generate PDF', and 'Cancel'. A note states '\* indicates a required field'. The form fields are: 'Subject' (with the value 'Approval Letter'), 'HTML Body' (with the value 'Letter of Accommodation Transmittal Email'), and three required fields: '[Student Name]', '[Quarter/Semester Select one: Winter Spring Summer Fall] Quarter/Semester', and '[CRN, Class Name/#, Course Title]'.

**Should you have any questions, please contact Disability Services by calling (956)721-5137 or email [lcds@laredo.edu](mailto:lcds@laredo.edu) .**