



Faculty AccessND Training Reviewing and Signing Accommodation Letters

1. In InsideND, click on the AccessND logo to navigate to your Faculty page.



2. Once you have entered AccessND, you will see the Faculty Home Screen:

The screenshot shows the Faculty Home Screen in the AccessND system. On the left is a navigation menu with the following items: Home (with a house icon), Accommodation Letters (with a list icon), Courses (with a circular arrow icon), and My Account (with a gear icon). The main content area is titled "Getting Started" and contains two radio button options: "Account Created" (which is selected with a checkmark) and "Personal Profile". Below this is a "News Feed" section with a message: "There are currently no announcements or notifications to display." At the bottom of the main content area, it says "Accessibility Services Management System" on the left and "Privacy Policy | Terms of Use" on the right. A dark blue footer bar at the very bottom contains the word "Accommodate" on the left and "Privacy Policy | Terms of Use" on the right. In the bottom left corner, there is a small white box with the text "olicity.com".



3. Click on "Accommodation Letters" on the Left Side Menu. This will bring up a list of letters, each marked either "Requested" or "Signed." Scroll through list to find and click on the Requested letter you wish to approve.

Home
Accommodation Letters
 Courses
 My Account

Accommodation Letters

Keywords
 Searches title and description

Apply Search More Filters

6 Results SORT BY: Sent/Submitted Showing 20

Testing Accommodation Information REQUESTED
 A00007-2020/Cora Irish
 BUS 100 ()
 Sent on May 18, 2020, 9:08 am

Testing Accommodation Information REQUESTED
 A00007-2020/Cora Irish
 PSYCH 100 ()
 Sent on May 18, 2020, 9:08 am

4. The Accommodation Letter will appear.

Home
Accommodation Letters
 Courses
 My Account

UNIVERSITY OF NOTRE DAME | STUDENT SUPPORT AND CARE
 SARA BEA ACCESSIBILITY SERVICES

Center for Student Support and Care
 Sara Bea Accessibility Services
 248 Flanner Hall
 Notre Dame, IN 46556
 P 574-631-7157

April 16, 2020

Cora Barragan, Test1237, who is in your course asked me to contact you. Cora is registered with Sara Bea Disability Services due to a condition that is having an adverse impact on she/her/hers academic performance. Therefore, it may be necessary to provide the following accommodations:

Note Taker
 Spring 2020
 ME 400 (158)
 COMM 202 (235)



5. Scroll down to the bottom of the letter, where you will see a field marked "Your Signature." Type your name to sign, then click "Save" below. If you would like to keep a copy for your own records, you also have the option to Print or Create a PDF by clicking the buttons across the bottom of this page.

Please note that you can view the letter again at any time in AccessND by repeating steps 1 through 3 above.

April 16, 2020, 1:49 pm

Recipient Signature

By electronically signing this Request for Accommodations Letter, you are agreeing that the requested accommodation(s) is reasonable and not a fundamental alteration of your course. Please do not provide any additional accommodations beyond those stated in this letter without first discussing with Sara Bea Accessibility Services.

Your Signature *

JS TEST

Save Print Letter Generate PDF Cancel

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)