

Student Accessibility Services
Faculty Online Accommodation Letter Portal

As you are aware, we are moving to using a designated Faculty Portal for the distribution of confidential Letters of Accommodation. The platform we are using is one which is commonly used across the province at various Accessibility Services Offices.

For Instructors: Review and Confirm Receipt of Online Accommodation Letter

1. Click on the [Student Accessibility Services Instructor Web Portal](#) link in the accommodation letter notification email from noreply@yorku.ca.

Instructors can also go directly to the Student Accessibility Services Web Portal for [Instructors](#).

<https://as.students.yorku.ca/ClockWork2/user/instructor/default.aspx>

From: noreply@yorku.ca <noreply@yorku.ca>
Sent: September 2, 2021 8:01 AM
To: John York <jyork000@yorku.ca>
Subject: Accommodation Letter Notification

Dear Professor John York,

Your students in the following courses are registered with Student Accessibility Services and have an accommodation letter ready for your review.

TEST 2220 A 01 Lecture (F21-W22 F AP)

TEST 2220 A 01 Tutorial (F21-W22 F AP)

TEST 2440 M 01 Lecture (F21-W22 F AP)

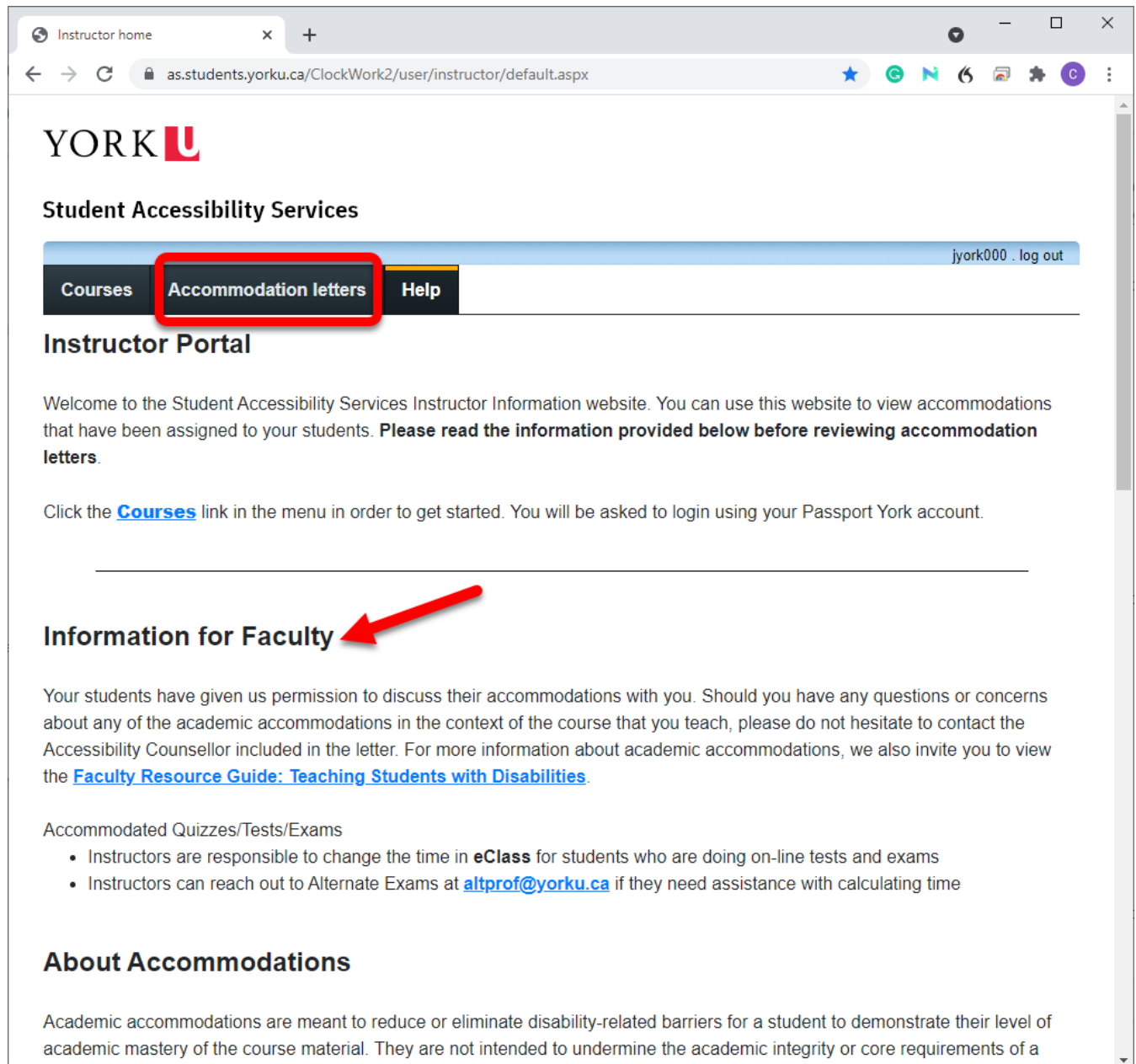
Please click on the link below to login and review the letter:

[Student Accessibility Services Instructor Web Portal](#)

If you have any questions or concerns, please contact the accessibility counsellor shown in the letter or email sasinfo@yorku.ca.

Student Accessibility Services

2. Please read the **Information for Faculty** and **About Accommodations** sections in this web page. Click the **Courses** or **Accommodation letters** button in the top menu bar to get started.



YORK U

Student Accessibility Services

jyork000 . log out

Courses **Accommodation letters** **Help**

Instructor Portal

Welcome to the Student Accessibility Services Instructor Information website. You can use this website to view accommodations that have been assigned to your students. **Please read the information provided below before reviewing accommodation letters.**

Click the [Courses](#) link in the menu in order to get started. You will be asked to login using your Passport York account.

Information for Faculty

Your students have given us permission to discuss their accommodations with you. Should you have any questions or concerns about any of the academic accommodations in the context of the course that you teach, please do not hesitate to contact the Accessibility Counsellor included in the letter. For more information about academic accommodations, we also invite you to view the [Faculty Resource Guide: Teaching Students with Disabilities](#).

Accommodated Quizzes/Tests/Exams

- Instructors are responsible to change the time in **eClass** for students who are doing on-line tests and exams
- Instructors can reach out to Alternate Exams at altprof@yorku.ca if they need assistance with calculating time

About Accommodations

Academic accommodations are meant to reduce or eliminate disability-related barriers for a student to demonstrate their level of academic mastery of the course material. They are not intended to undermine the academic integrity or core requirements of a

3. In the log in screen, enter your Passport York username and password.

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Student Accessibility Services

Instructor Log In

Log in with your Passport York username and password. Please remember to log out when you are done.

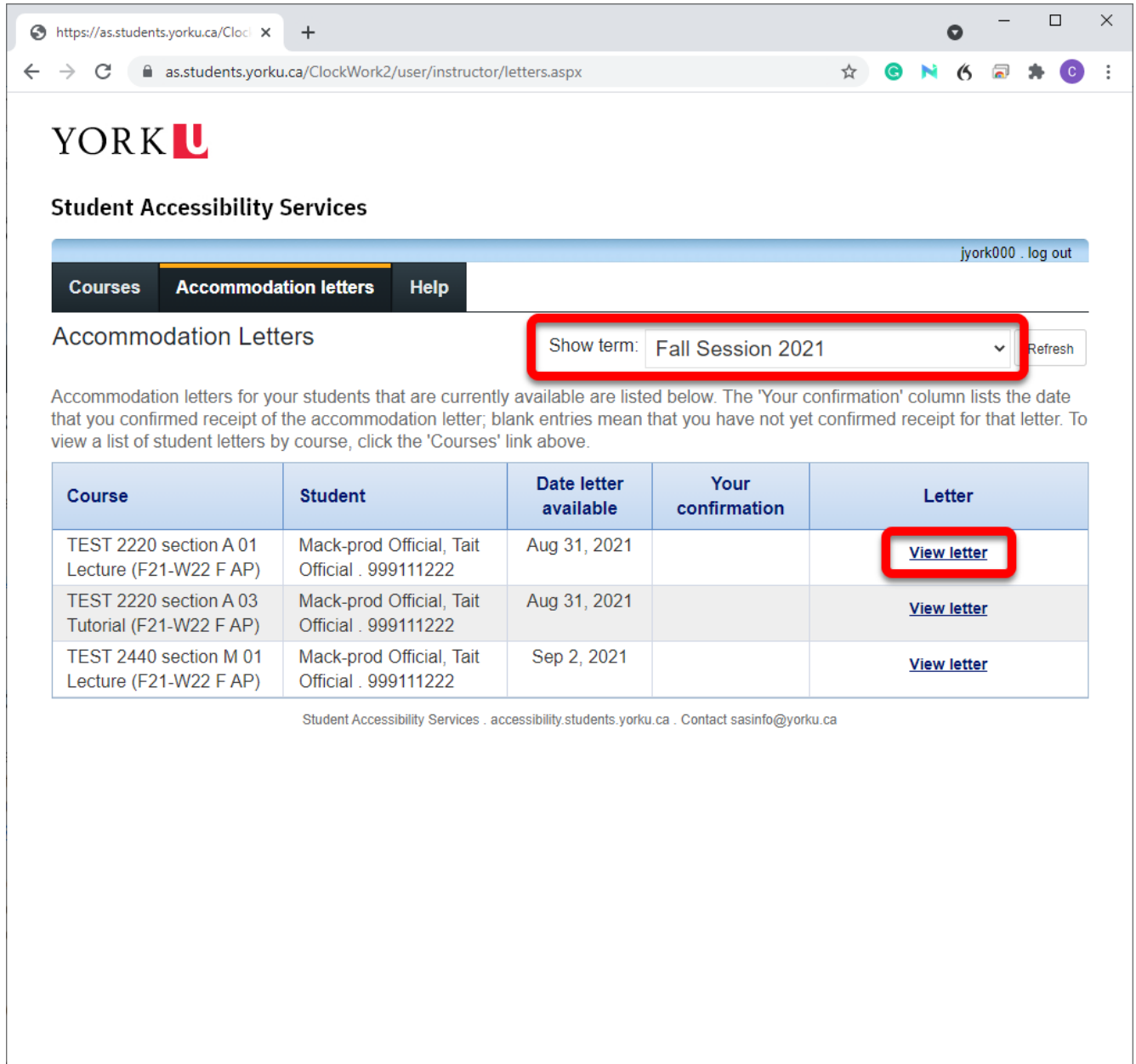
  ppyid

Log In

Student Accessibility Services . accessibility.students.yorku.ca . Contact sasinfo@yorku.ca

4. Click one of the **View letter** links for the students listed. Please make sure that the **Show term** box is showing the current academic term.



The screenshot shows the York University Student Accessibility Services (SAS) website. The page title is "YORK U Student Accessibility Services". The user is logged in as "jyork000" and can click "log out". The navigation menu includes "Courses", "Accommodation letters" (selected), and "Help". The main heading is "Accommodation Letters". A "Show term:" dropdown menu is set to "Fall Session 2021", and a "Refresh" button is next to it. Below the heading, a paragraph explains that accommodation letters for currently available students are listed below, and the "Your confirmation" column lists the date of receipt. A table with five columns: "Course", "Student", "Date letter available", "Your confirmation", and "Letter" is displayed. The table contains three rows of data. The first row shows "TEST 2220 section A 01 Lecture (F21-W22 F AP)" for "Mack-prod Official, Tait Official . 999111222" with a date of "Aug 31, 2021". The second row shows "TEST 2220 section A 03 Tutorial (F21-W22 F AP)" for the same student with a date of "Aug 31, 2021". The third row shows "TEST 2440 section M 01 Lecture (F21-W22 F AP)" for the same student with a date of "Sep 2, 2021". Each row has a "View letter" link in the "Letter" column. At the bottom of the page, contact information for Student Accessibility Services is provided: "accessibility.students.yorku.ca" and "Contact sasinfo@yorku.ca".

YORK U

Student Accessibility Services

jyork000 . log out

Courses Accommodation letters Help

Accommodation Letters

Show term: Fall Session 2021 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
TEST 2220 section A 01 Lecture (F21-W22 F AP)	Mack-prod Official, Tait Official . 999111222	Aug 31, 2021		View letter
TEST 2220 section A 03 Tutorial (F21-W22 F AP)	Mack-prod Official, Tait Official . 999111222	Aug 31, 2021		View letter
TEST 2440 section M 01 Lecture (F21-W22 F AP)	Mack-prod Official, Tait Official . 999111222	Sep 2, 2021		View letter

Student Accessibility Services . accessibility.students.yorku.ca . Contact sasinfo@yorku.ca

5. Click on the **Review PDF Letter** button to download and review the student's accommodation letter. If you have any questions or concerns about this letter, please contact the accessibility counsellor listed in the letter.

Instructor accommodation letter x +

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Student Accessibility Services

jyork000 . log out

Courses **Accommodation letters** **Help**

Accommodations for Mack-prod Official, Tait Official . 999111222

TEST 2220 section A 01 Lecture (F21-W22 F AP)

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

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

Student Accessibility Services . accessibility.students.yorku.ca . Contact sasinfo@yorku.ca

6. Put a checkmark in the **I acknowledge that I have received and reviewed this Accommodation Letter** box and click on the **Submit** button. (If you see a date and time in this section instead, this means that another course instructor already confirmed receipt of this letter.)

Instructor accommodation letter x

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Student Accessibility Services

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Courses

Accommodation letters

Help

Accommodations for Mack-prod Official, Tait Official . 999111222

TEST 2220 section A 01 Lecture (F21-W22 F AP)

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

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

Student Accessibility Services . accessibility.students.yorku.ca . Contact sasinfo@yorku.ca

7. The confirmation date and time are displayed.

The screenshot shows a web browser window with the URL `as.students.yorku.ca/ClockWork2/user/instructor/iletter.a...`. The page header includes the York University logo and the text "Student Accessibility Services". A navigation bar contains links for "Courses", "Accommodation letters", and "Help". The user is logged in as "jyork000" and can click "log out".

The main content area displays "Accommodations for Mack-prod Official, Tait Official . 999111222" and "TEST 2220 section A 01 Lecture (F21-W22 F AP)".

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](#)

Step 2: Confirm receipt of the accommodations letter

No action is required - you confirmed receipt of this Accommodations Letter on:

September 3, 2021 . 11:45 AM

A red arrow points to the date and time "September 3, 2021 . 11:45 AM".

Student Accessibility Services . accessibility.students.yorku.ca . Contact sasinfo@yorku.ca

8. Click on the **Accommodation letters** button to go back to your accommodation letters table.

Instructor accommodation letter

as.students.yorku.ca/ClockWork2/user/instructor/iletter.a...

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Student Accessibility Services

jyork000 . log out

Courses **Accommodation letters** **Help**

Accommodations for Mack-prod Official, Tait Official . 999111222

TEST 2220 section A 01 Lecture (F21-W22 F AP)

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

Step 2: Confirm receipt of the accommodations letter

No action is required - you confirmed receipt of this Accommodations Letter on:

September 3, 2021 . 11:45 AM

Student Accessibility Services . accessibility.students.yorku.ca . Contact sasinfo@yorku.ca

9. The confirmation date of the letter is displayed. The accommodation letters table can be sorted by the **Course**, **Student**, **Date letter available** and **Your confirmation** columns.

https://as.students.yorku.ca/ClockWork2/user/instructor/letters.aspx

YORK U

Student Accessibility Services

jjork000 . log out

Courses

Accommodation letters

Help

Accommodation Letters

Show term: Fall Session 2021 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
TEST 2220 section A 03 Tutorial (F21-W22 F AP)	Mack-prod Official, Tait Official . 999111222	Aug 31, 2021		View letter
TEST 2440 section M 01 Lecture (F21-W22 F AP)	Mack-prod Official, Tait Official . 999111222	Sep 2, 2021		View letter
TEST 2220 section A 01 Lecture (F21-W22 F AP)	Mack-prod Official, Tait Official . 999111222	Aug 31, 2021	Sep 3, 2021	View letter

Student Accessibility Services . accessibility.students.yorku.ca . Contact sasinfo@yorku.ca

10. A confirmation email is sent to the student stating that the instructor has acknowledged receipt of their accommodations letter.

From: noreply@yorku.ca <noreply@yorku.ca>

Sent: September 3, 2021 11:46 AM

To: rtester@my.yorku.ca

Subject: Your instructor has received and reviewed your LOA

Hello Tait Official,

Your instructor has acknowledged receipt of your accommodations letter for the course TEST 2220 section A 01 Lecture (F21-W22 F AP).

This is a notification only and no action is required on your part.

Please contact us if you have any questions.

Student Accessibility Services

11. If you have any questions or comments, please email sasinfo@yorku.ca.