



## Faculty Notification Letters


- Log into the ASAC Dashboard.
  - a. If you have not done so already, you must review and accept the **Required E-Form Agreements** before sending your Faculty Notification Letter.
- After accepting the required E-form Agreements, you are redirected to your ASAC Dashboard. The **Overview** page shows the courses you are registered for and your Disability Access Advisor's (DAA) name.

 » MY DASHBOARD » **OVERVIEW**

Accommodation Requests 2024 - SUMMER		DISABILITY ACCESS ADVISOR	
<b>0</b>		Name <b>Rebecca Little</b>	
Number of Requests	<a href="#">Add Requests for 2 Classes</a>	Email <a href="#">Send Email</a>	
<b>No Accommodation Request Found for 2024 - Summer</b>			

- In your dashboard, you can view the courses in which you submitted your Faculty Notification Letter. Your dashboard shows the current semester.




 >> MY DASHBOARD >> **OVERVIEW**

<b>Accommodation Requests 2024 - SUMMER</b>		<b>DISABILITY ACCESS ADVISOR</b>	
<b>0</b> Number of Requests	 <a href="#">Add Requests for 2 Classes</a>	Name <b>Rebecca Little</b>	Email <a href="#">Send Email</a>
<b>No Accommodation Request Found for 2024 - Summer</b>			

## Sending your Faculty Notification Letter

- From your dashboard, select the plus sign that states **Add requests**. This option is in the left side of dashboard in the box labeled “Accommodation Requests.” Click the plus sign on the right side of this box.

 >> MY DASHBOARD >> **OVERVIEW**

<div data-bbox="100 459 677 590"><b>Accommodation Requests 2024 - SUMMER</b></div> <table border="1" data-bbox="100 590 677 875"><tr><td data-bbox="100 590 391 875"><b>0</b> Number of Requests</td><td data-bbox="391 590 677 875"> <a href="#">Add Requests for 2 Classes</a></td></tr></table> <div data-bbox="100 875 677 1335"><p><b>No Accommodation Request Found for 2024 - Summer</b></p></div>	<b>0</b> Number of Requests	 <a href="#">Add Requests for 2 Classes</a>	<div data-bbox="708 459 1274 590"><b>DISABILITY ACCESS ADVISOR</b></div> <p data-bbox="708 590 1274 632">Name</p> <p data-bbox="708 632 1274 737"><b>Rebecca Little</b></p> <p data-bbox="708 737 1274 779">Email</p> <p data-bbox="708 779 1274 875"><a href="#">Send Email</a></p>
<b>0</b> Number of Requests	 <a href="#">Add Requests for 2 Classes</a>		

a. You will be directed to this page:

The screenshot shows the 'ACCOMMODATION REQUESTS' page. At the top, there is a breadcrumb trail: 'MY DASHBOARD > ACCOMMODATIONS > ACCOMMODATION REQUESTS'. Below this, there are 'Previous Term' and 'Next Term' links. The main content area is titled 'ACCOMMODATION REQUESTS' and contains a dropdown menu labeled 'How to Request Accommodations'. Below this is a section titled 'STEP: SELECT COURSES' with two checkboxes: one for 'INST 102.001 - USING AIM FOR INSTRUCTORS (CRN: 101011)' and another for 'Apply the same accommodations to all selected courses.' A 'CONTINUE TO NEXT STEP' button is located below the checkboxes. At the bottom of the main content area, there is a message: 'The following classes are no longer available because they are 14 days away from the end of the term or no longer in session.' followed by a list item: '• INST 101.001 - USING AIM FOR STUDENTS (CRN: 101010)'.

- Select the course(s) you would like to send your Faculty Notification Letter to.
  - a. If you want to use the same approved accommodations in each course, select “Apply the **same accommodations** to all selected courses.”
  - b. If you do not wish to send your Faculty Notification Letter to the instructor of each of your courses, you can send a letter to each course separately by completing this process one course at a time.
  - c. For a reminder on this process, select the drop-down arrow on the gray box labeled, *How to Request Accommodations*.

[Previous Term](#)

This is a close-up of the 'ACCOMMODATION REQUESTS' page. It shows the title 'ACCOMMODATION REQUESTS' at the top. Below it is a gray box containing the text 'How to Request Accommodations' and a small square button with a downward-pointing arrow (dropdown menu).

- After you select your courses, click **Continue to Next Step**.

» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

[Previous Term](#) Term: 2024 - Summer

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### ACCOMMODATION REQUESTS

*How to Request Accommodations* ▾

**STEP: SELECT COURSES**

INST 102.001 - USING AIM FOR INSTRUCTORS (CRN: 101011)

Apply the **same accommodations** to all selected courses.

**CONTINUE TO NEXT STEP** >

The following classes are no longer available because they are **14 days** away from the end of the term or no longer in session:

- INST 101.001 - USING AIM FOR STUDENTS (CRN: 101010)

- Select the accommodations you want implemented for the selected course(s) by clicking the checkboxes on the left of each accommodation.

» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

[Previous Term](#) Term: 2024 - Summer

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### INST 102.001

*Course Detail* ▾

**SELECT ACCOMMODATIONS**

Select All

Extended time on in-class timed assessments: 1.50x

No Scantron or bubble sheets

I do not need accommodation for this course: **INST 102.001**.

**STEP: FINAL STEP**

**SUBMIT REQUEST** >

**START OVER** >

- a. If you do not wish to use accommodations in the selected course, you can select the yellow box, "I do not need accommodation for this course: **COURSE NAME**.
  - i. Please note that accommodations CANNOT be applied retroactively!

<b>INST 102.001</b>
<i>Course Detail</i> ▼
<b>SELECT ACCOMMODATIONS</b>
<input type="checkbox"/> Select All
<input type="checkbox"/> Extended time on in-class timed assessments: 1.50x
<input type="checkbox"/> No Scantron or bubble sheets
<input type="checkbox"/> I do not need accommodation for this course: <b>INST 102.001</b> .

- Once you have selected the accommodations you want implemented for the selected course(s), select **Submit Request** located on the right side of the course box.

<a href="#">Previous Term</a>	<b>Term: 2024 - Summer</b>
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<b>INST 102.001</b>
<i>Course Detail</i> ▼
<b>SELECT ACCOMMODATIONS</b>
<input type="checkbox"/> Select All
<input checked="" type="checkbox"/> Extended time on in-class timed assessments: 1.50x
<input checked="" type="checkbox"/> No Scantron or bubble sheets
<input type="checkbox"/> I do not need accommodation for this course: <b>INST 102.001</b> .

<b>STEP: FINAL STEP</b>
<b>SUBMIT REQUEST &gt;</b>
<b>START OVER &gt;</b>

- Next time you log in, your Dashboard should look like the image below.
  - a. If you have requested accommodations for more than one course, each request submitted will show below the **“List of Accommodation Requests”**
    - i. The terminology in the dashboard implies these are “requested” accommodations. This simply means you are asking your professor to implement the accommodations you are approved for by your DAA. This is a separate “request” than your initial accommodation request with the ASAC.

The screenshot displays the ASAC Dashboard interface. At the top left, there is a red button labeled "LOGIN AS USER". Below it is a yellow button labeled "BACK TO MY PROFILE >". The main navigation menu on the left includes "MY DASHBOARD" with sub-items: Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). Below this is the "ACCOMMODATIONS" section.

The main content area shows the breadcrumb "MY DASHBOARD >> OVERVIEW". The central panel is titled "Accommodation Requests 2024 - SUMMER" and features a large number "5" representing the "Number of Requests". To the right is a button with a plus sign labeled "Add Requests". Below the number is a link "View Request Detail".

The "List of Accommodation Requests:" section contains three items:

- [AIM 101.004 - INSTRUCTOR PORTAL TESTING \(CRN: 10105\)](#)
- [AIM 101.007 - INSTRUCTOR EXAM PORTAL \(CRN: 10106\)](#)
- [CHEM 797.006 - MASTER'S THESIS RESEARCH \(CRN: X367355\)](#)

Below the list, there is a partially visible item: "• INST 101.001 - USING AIM FOR".

On the right side, the "DISABILITY ACCESS ADVISOR" section shows the user's name as "Rebecca Little" and a link "Send Email" under the "Email" field.