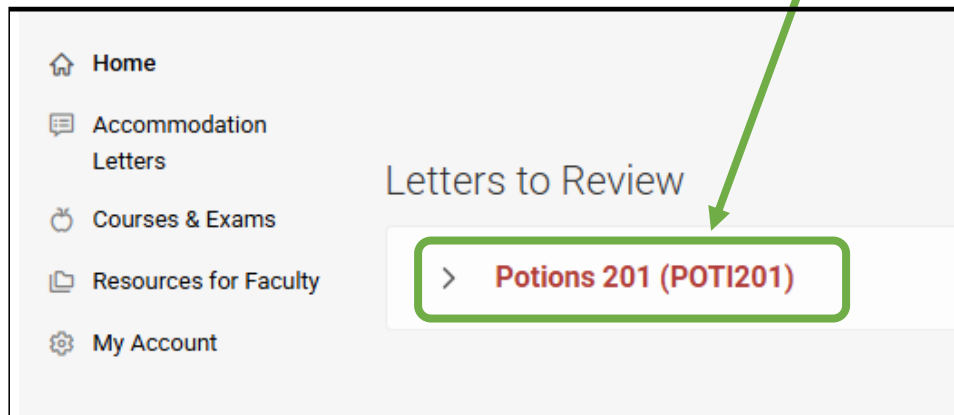


# How to View & Sign Accommodation Letters

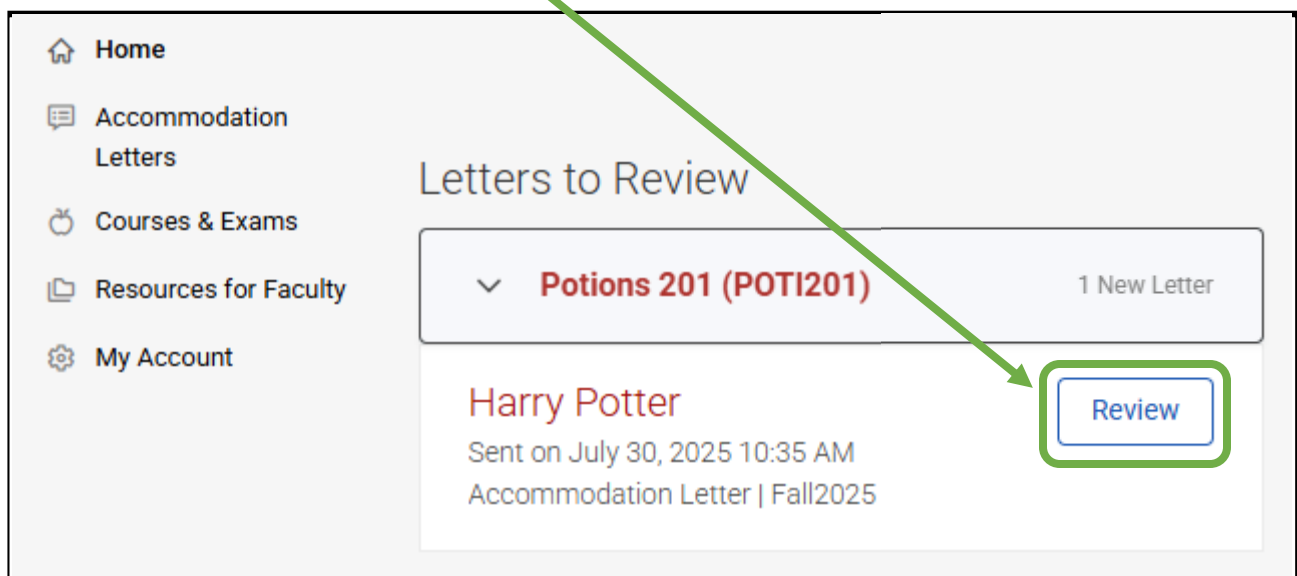
You will be notified via email when an Accommodation letter has been created for a student.

To begin, log into your Accommodate Portal.

**Step 1: Under “Letters to Review,” select the course to expand**



**Step 2: Select “Review” next to the student’s name**



**Step 3: Review the letter and accommodations, scroll to the bottom, type your name, select “Sign” and “Next” to repeat the process for any additional students**

Please electronically sign below.

Your Signature \*

Sign

< Previous

Letter 1 of 2

Next >

The image shows a digital signature interface. At the top, a grey box contains the text "Please electronically sign below." Below this is a large, rounded rectangular field labeled "Your Signature \*" with a red asterisk. Inside this field is a smaller, empty white rectangular box for the signature. Below the signature field is a blue button with the word "Sign" in white. At the bottom of the page, there is a navigation bar. On the left is a grey button with a left arrow and the text "Previous". In the center is the text "Letter 1 of 2". On the right is a blue button with the text "Next" and a right arrow. Three green arrows originate from the text box at the top: one points to the signature field, one points to the "Sign" button, and one points to the "Next" button.

## Optional Way to View Letters: “Accommodation Letters” in the menu

- ❖ REQUESTED letters have not been signed
- ❖ SIGNED letters have been signed and submitted

The screenshot shows a web interface for viewing accommodation letters. On the left is a sidebar menu with options: Home, Accommodation Letters (highlighted with a green box), Courses & Exams, Resources for Faculty, and My Account. The main content area is titled 'Accommodation Letters' and includes a search bar with the placeholder text 'Keywords Searches title and description'. Below the search bar are buttons for 'Apply Search' and 'More Filters'. The results section shows '3 results'. The first result is 'Accommodation Letter | Fall 2025' for 'A00877-2024/Ron Weasley' in 'Potions 201 (POTI201)', sent on July 30, 2025, at 11:31 am. It has a 'REQUESTED' status tag (highlighted with a green box). The second result is 'Accommodation Letter | Fall 2025' for 'A00974-2024/Harry Potter' in 'Potions 201 (POTI201)', sent on July 30, 2025, at 11:20 am. It has a 'SIGNED' status tag (highlighted with a green box). Green arrows from the text above point to the 'Accommodation Letters' menu item, the 'REQUESTED' tag, and the 'SIGNED' tag.

Home / Accommodation Letters / Accessibility Letter List

### Accommodation Letters

Keywords  
Searches title and description

**Apply Search** More Filters

3 results

**Accommodation Letter | Fall 2025** **REQUESTED**  
A00877-2024/Ron Weasley  
Potions 201 (POTI201)  
Sent on July 30, 2025, 11:31 am

**Accommodation Letter | Fall 2025** **SIGNED**  
A00974-2024/Harry Potter  
Potions 201 (POTI201)  
Sent on July 30, 2025, 11:20 am