Instructions for Using the Faculty Portal

DSS, in conjunction with UAB Web Based Services, has created a portal for students to use when requesting Accommodation Letters and services such as test proctoring at DSS. Faculty may view the portal at [https://sa.uab.edu/dss/faculty/](https://sa.uab.edu/dss/faculty/) by signing in with your Blazer ID and password. Faculty will also receive Accommodation Letters and Proctor Approval Requests via email containing a shortcut to the portal. These instructions will guide you through each step of the process to receive and respond to student requests.

**Responding to an Accommodation Letter**

Faculty will now receive accommodation letters via an email titled “**DSS Accommodation Notice.**” *Please note: students are strongly encouraged to schedule a meeting with their instructors to discuss how their accommodations will be used in each course. Electronic Accommodation Letters are not a substitute for this meeting, and students are still expected to communicate their needs to you.*

—The email will appear as an electronic Accommodation Letter and will have “Disability Support Services Accommodation Notice” across the top of the page.

- By clicking the link which reads “Please click here to confirm your receipt of this message” at the bottom of the page, you will be redirected to the Faculty portal.

The Accommodation Letter will appear and you will be asked to confirm that you have received the letter.

- Click the applicable bubble next to one of the four options indicating that you have received the student’s Accommodation Letter. If you have concerns about the student’s use of accommodations in your course, you may click on the 2\(^{nd}\) option and type these concerns into the text box below this option. **Your concerns will be visible to DSS staff only; students cannot see what is typed in the text box.**
- Once you have indicated your receipt of the letter and expressed concerns (if applicable) click the “Submit Response” button. Students in your course(s) can log into the Student Portal and see that you have confirmed your receipt of their Accommodation Letter.

—Once you have confirmed your receipt of the Accommodation Letter, you will be redirected to the “Main Menu” screen where you can view a list of the Accommodation Requests sent to you by DSS students in your courses.

- From the Main Menu, you can view the status of Accommodation Requests sent to you by students. A “Sent by Student” status indicates that the Accommodation Request is still awaiting your approval. “Confirmed” indicates that you have responded to the Accommodation Request.
Once you have confirmed your receipt of an Accommodation Letter, you may view the letter again at any time from the Main Menu screen by clicking on the “Select” button for that particular student.

**Responding to a Test Proctoring Request**

— If a student is requesting to receive their testing accommodations through DSS, faculty will receive the request via an email titled “DSS Proctor Approval Request.”

— The email will appear as an electronic Test Proctoring Form and will have “Disability Support Services Proctor Approval Request” across the top of the page.

  - By clicking the link which reads “Please click here to confirm your receipt of this message” at the bottom of the page, you will be redirected to the Faculty portal. The Proctor Approval Request will appear and you will be asked to provide information about exams for your course.

— The page which appears should have “DSS Proctor Approval Request” across the top of the page.

  - Once you have completed the Proctor Approval Request form, check the box next to the statement which reads “I confirm that I have read and agree to the above student and instructor responsibilities” to confirm your understanding of the student and instructor responsibilities.
  - Upon submitting your approval by clicking on the “Submit Approval” button, students in your course(s) can log into the Student Portal and see that you have approved their Proctor Approval Request.

— Once you have submitted the Proctor Approval Request, you will be redirected to the “Main Menu” screen where you can view a list of the Proctor Approval Requests sent to you by DSS students in your courses.

  - From the Main Menu, you can view the status of Proctor Approval Requests sent to you by students. A “Sent by Student” status indicates that the Proctor Approval Request is still awaiting your approval. “Approved” indicates that you have responded to the request.
  - Once you have confirmed your receipt of the Proctor Approval Request, you may view the completed Proctor Approval Request you may view the completed Proctor Approval Request again at any time from the Main Menu screen by clicking on the “Select” button for that particular student.