

## Accessible Learning Services - Faculty Information

In an effort to improve communication about needs and accommodations for students with disabilities, Accessible Learning Services has implemented a new “online” system to distribute accommodation forms (formerly known as Individual Student Profiles).

This document will assist you in understanding how to access and view accommodation information for specific students.

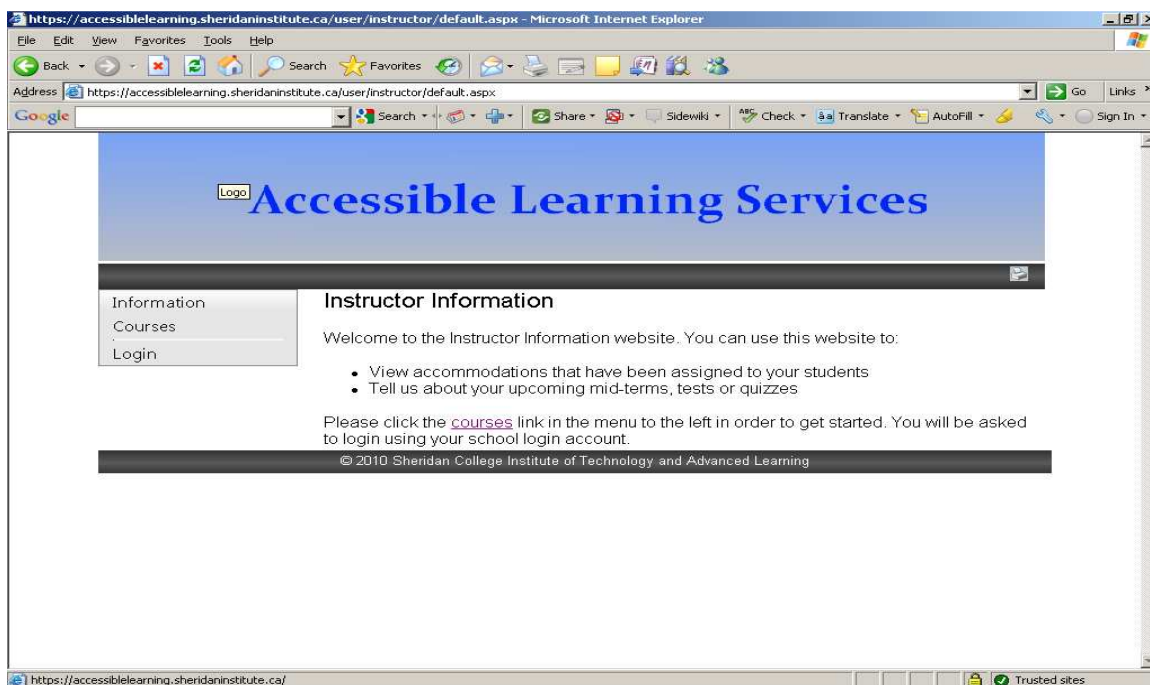
You will be able to access the login page in **three (3) ways**:

1. Via **email link** that will be sent to faculty.
2. Via Access Sheridan – Under **Accessible Learning Services**.
3. Dedicated link the can be bookmarked for easy access.

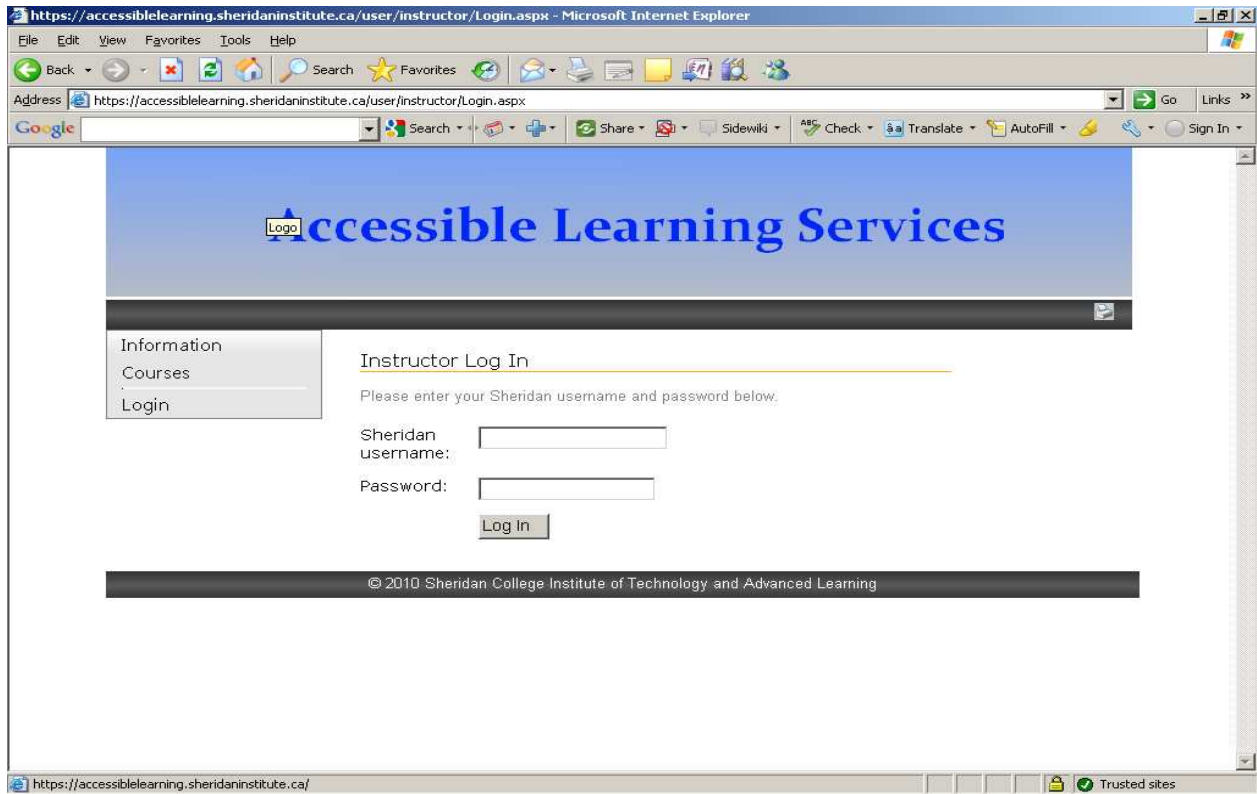
<https://accessiblelearning.sheridaninstitute.ca/user/instructor/default.aspx>

### 1. Instructor Login Page

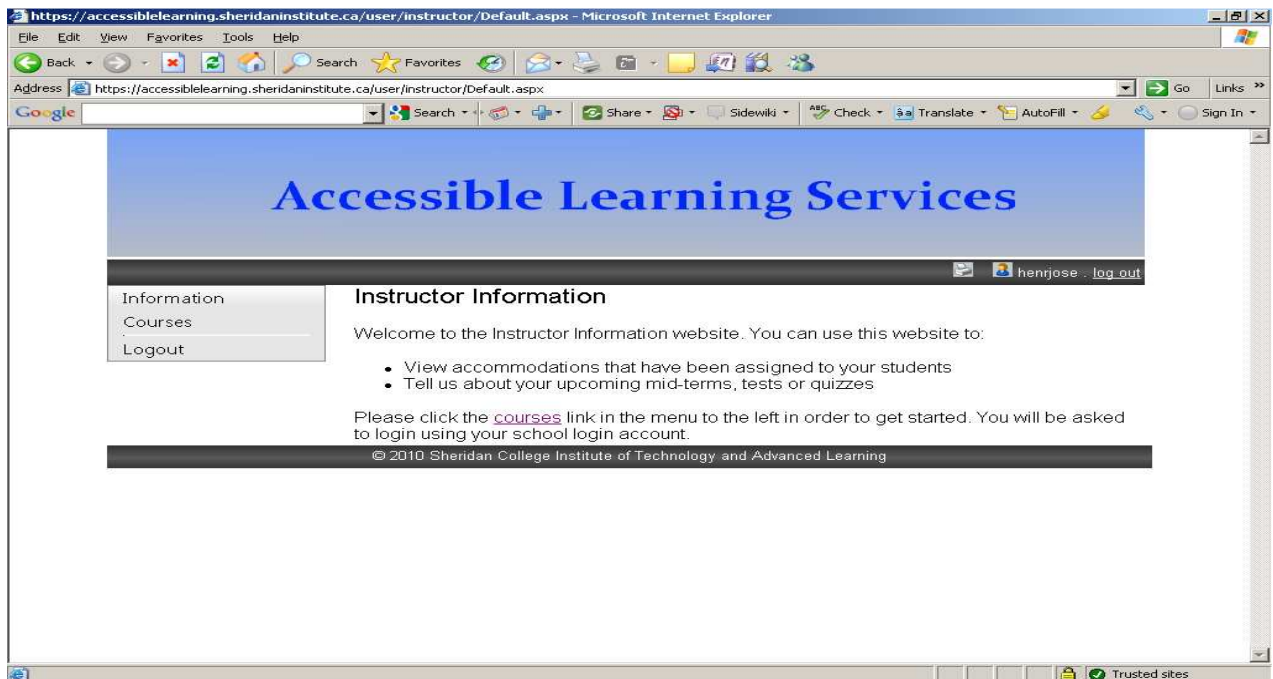
To ensure confidentiality and privacy of information, student accommodation forms can only be accessed through a secured login page. By simply using your Sheridan User name and password, you will be able to access accommodation information for students who are registered with Accessible Learning Services.



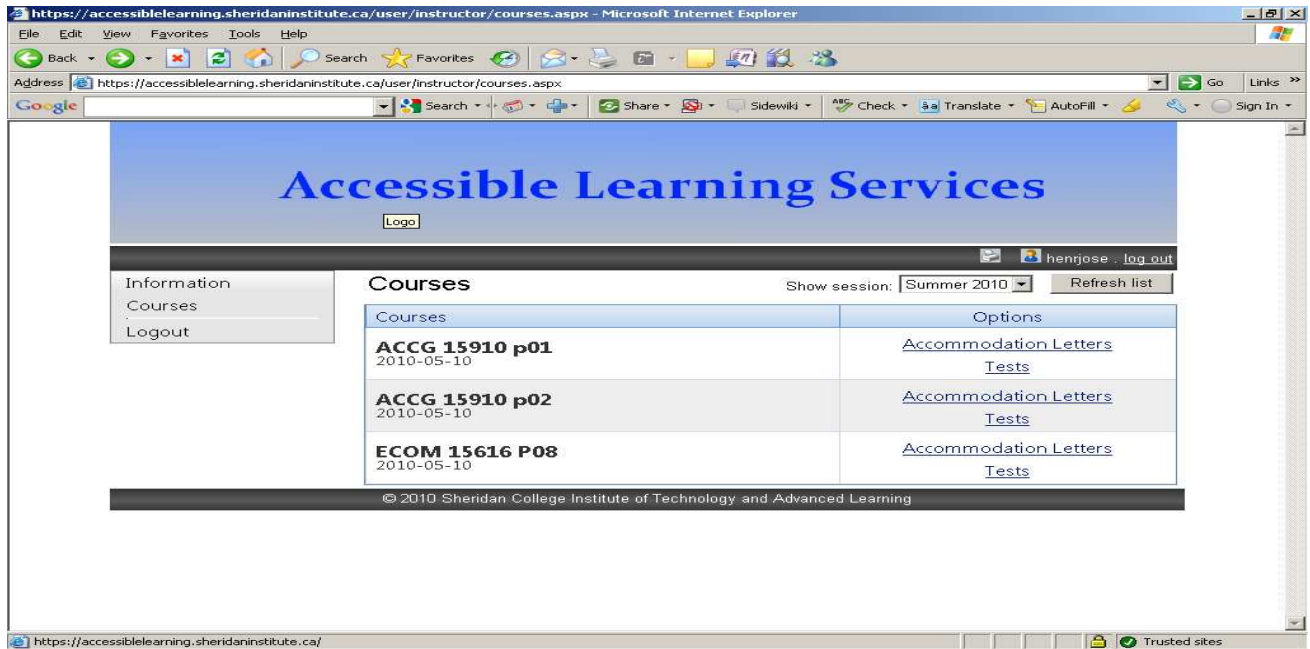
2. Click on the **login tab** and enter your **Sheridan Username** and **Password**



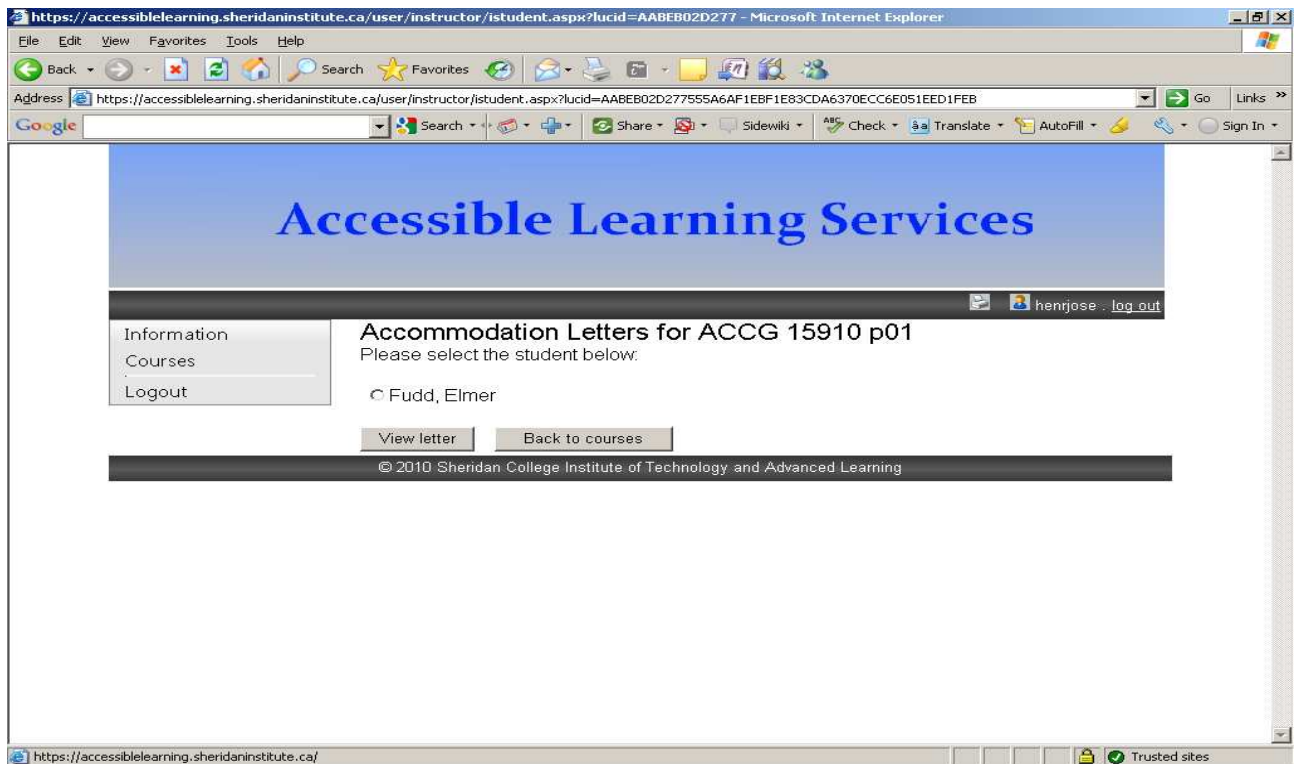
3. Click on the **Courses Tab** to view your courses



4. Courses you teach will appear. You can click on **Accommodation Letters Tab** to view registered with disabilities



5. Click on the **student(s)** identified and then click **view letter**



## 6. Review the PDF Letter and confirm receipt of letter

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Accessible Learning Services' website. The address bar shows the URL: <https://accessiblelearning.sheridaninstitute.ca/user/instructor/letter.aspx?lucid=AABEB02D27755A6AF1EBF1E83CDA6373426FB72725E25F1&pid=F435520C62D0779180>. The page header includes the 'Accessible Learning Services' logo and a user profile for 'henjose' with a 'log out' link. A navigation menu on the left contains 'Information', 'Courses', and 'Logout'. The main content area is titled 'Accommodations for Fudd, Elmer' and 'ACCG 15910 . p01'. It features two steps: 'Step 1: Review the accommodations letter' and 'Step 2: Confirm receipt of the accommodations letter'. Step 1 includes a 'Review PDF Letter' button. Step 2 includes a checkbox for acknowledgment and a 'Submit' button. The footer contains the copyright notice: '© 2010 Sheridan College Institute of Technology and Advanced Learning'.

The screenshot shows the same Microsoft Internet Explorer browser window as above, but the page content has updated. The 'Step 1' section is now empty. The 'Step 2' section now displays the message: 'No action is required - you confirmed receipt of this Accommodations Letter on: August 25, 2010 . 9:34 AM'. The rest of the page layout, including the header, navigation menu, and footer, remains the same.