

How to Access a Student's Accommodation Letter

Email Notifications of Accommodation Letters

Instructors will be notified via email when a student requests to share an accommodation letter for that course. The email will include a link to the ADS Online Portal. Please review the directional information below to access the Online Portal and accommodation letter information.

To Review All Accommodation Letters Requested for Your Course(s)

Rather than clicking on each link that is received by email, you can also view all of the accommodation letters that have been sent to you for the courses you are teaching.

1. Access the secure ADS online portal at <https://adsonline.umd.edu/> and select the "Instructors/TAs" link on the welcome page.



Welcome to the Accessibility and Disability Service Online Portal

Click one of the options below:



[Current Students](#)



[ADS Staff ONLY](#)

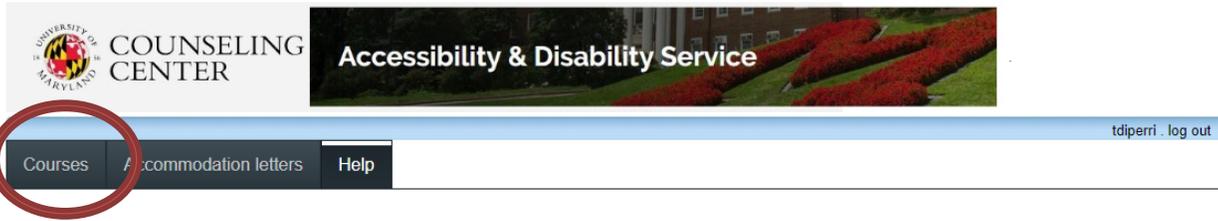


[Instructors/TAs](#)



[ADS Registration Application](#)

2. Select the "Courses" tab at the top of the page.



Instructor Information

In response to increased interest in utilizing a digital platform for receiving and maintaining accommodation letters, ADS has made changes to the accommodation letter procedure. **Effective June 1st, 2020**, new features in this online portal will allow students with established ADS accommodations to send electronic copies of their accommodation letter directly to course instructors. Faculty will be able to view students' accommodation letters within the ADS online portal and retain digital copies (during the current semester), eliminating the need for use and maintenance of paper accommodation letters.

Please note, students are still expected to have a private meeting with instructors to discuss their accommodations, get their [Acknowledgement Form](#) signed, and if necessary, complete a [Detailed Implementation Plan](#).

Currently registered students are encouraged (although not required) to meet with instructors within the first several weeks of class and newly registered students are encouraged to meet with instructors as soon as is feasible. Students have been instructed to meet with course instructors after having shared an electronic copy of their accommodation letter.

Welcome to the Instructor online portal. This site allows you to:

- View and acknowledge accommodation letters for students in your course
- Confirm student test/exam requests (i.e., date and time)
- Complete the required Test Authorization Form (TAF) to provide instructions for administering the test/exam
- Upload a copy of your **upcoming test, exam, or quiz**

Please click the [courses](#) link to get started. You will be asked to login using your UMD Directory ID and Password.

Accessibility and Disability Service

301-314-7682

adsfrontdesk@umd.edu

3. Log in with your UMD Directory ID and password.



Directory ID

For security reasons, please log out and exit your Web browser when you finish accessing services that require authentication.

Password

The Division of IT will never ask you to put your password into an email message, but scammers will. Do not share your password with others!

Don't Remember Login

> [Forgot your password?](#)

> [Forgot your ID?](#)

> [Need help?](#)

4. Complete the Two Factor Authorization Step



Please complete your multi-factor authentication using Duo.

The screenshot shows the Duo authentication interface. On the left, there is the University of Maryland logo and links for 'What is this?', 'Add a new device', 'My Settings & Devices', and 'Need help?'. Below these links, it says 'Powered by Duo Security'. The main area is titled 'Choose an authentication method' and lists three options: 'Duo Push RECOMMENDED', 'Call Me', and 'Passcode'. Each option has a corresponding green button: 'Send Me a Push', 'Call Me', and 'Enter a Passcode'. A red circle highlights these three buttons. At the bottom, there is a checkbox for 'Remember me for 24 hours'.

Cancel this Request

5. If you are not seeing the correct courses, make sure the correct term is selected by using the drop down arrow in the upper right-hand corner and clicking "Refresh". Select the "Accommodation Letters" tab.

The screenshot shows the Counseling Center website. The header includes the University of Maryland logo and the text 'COUNSELING CENTER' and 'Accessibility & Disability Service'. Below the header, there is a navigation bar with tabs for 'Courses', 'Accommodation letters', and 'Help'. The 'Courses' tab is selected. Below the navigation bar, there is a 'Show term:' dropdown menu with 'Spring Session 2020' selected, and a 'Refresh' button. Below this, there is a table listing courses. The table has two columns: 'Course' and 'Options'. The first row shows 'test 111' with 'SECTION: 0101 (TERM: Spring 2020)' and 'Options' including 'Accommodation Letters' and 'Tests and Exams'. A star icon is next to the course name.

Course	Options
★ test 111 SECTION: 0101 (TERM: Spring 2020)	Accommodation Letters Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

6. Instructors can view student accommodation letters in two ways. The first is by selecting “Accommodation Letters” under the Options menu.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

tdiperri . log out

Courses Accommodation letters Help

Courses Show term: Spring Session 2020 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
test 111 SECTION: 0101 (TERM: Spring 2020)	Accommodation Letters Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm | www.counseling.umd.edu/ads

7. A list of students will appear. For each student, you will be able to view and acknowledge their accommodations, by selecting the radio button next to their name and selecting the “View Letter” button.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

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Courses Accommodation letters Help

Accommodation Letters for test 111 0101

Please select the student below:

Terapin, Testudo

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8. You will then be prompted with options to:

A. View the accommodation letter (PDF file)

- Click on “Review PDF Letter” to view the student’s accommodation letter.

B. Confirm receipt of the accommodation letter

- Select the checkbox that acknowledges you have received and reviewed the letter.
- Click the “Submit” button.

The screenshot shows the website header with the University of Maryland Counseling Center logo and the title "Accessibility & Disability Service". A navigation bar includes "Courses", "Accommodation letters", and "Help". The user is logged in as "tdiperri". The page title is "Accommodations for Terrapin, Testudo . 706T" and the course is "test 111 section 0101 (Spring 2020)".

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.

Step 2: Confirm receipt of 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.

I acknowledge that I have received and reviewed this Accommodation Letter.

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9. After selecting “Submit” a date and time stamp will appear for your records.

The screenshot shows the same website header and navigation bar as the previous image. The page title is "Accommodations for Terrapin, Testudo . 706T" and the course is "test 111 section 0101 (Spring 2020)".

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.

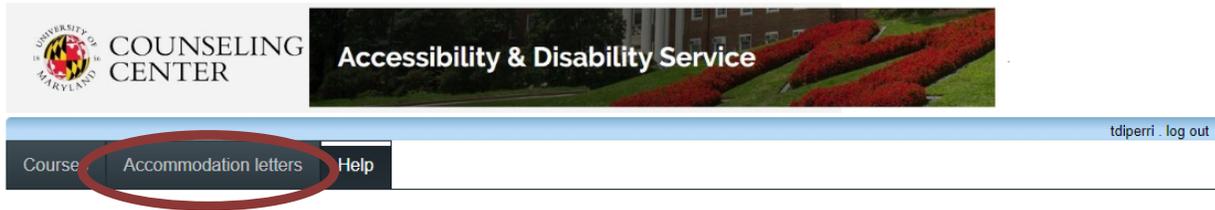
Step 2: Confirm receipt of the accommodations letter

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

May 21, 2020 . 10:39 AM

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10. The second way to view an accommodation letter and keep track of your acknowledgement, is to select the “Accommodation Letters” from the main menu.



Instructor Information

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11. In this section, instructors can see the date the letter was requested, the date they acknowledged the letter (if applicable), and a link to view and acknowledge the letter. If no information appears in the “Your confirmation” section, that students’ accommodation information has not yet been reviewed. Letters can be viewed by selecting “View Letter”.



Accommodation Letters

Show term: 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 111 section 0101 (Spring 2020)	Terrapin, Testudo . 706T	May 21, 2020	May 21, 2020	View letter