How to view the Accommodation Letters for your students

The Accommodation letter (formerly known as the Letter of Introduction or LOI) summarizes recommendations for academic accommodations your students will need to meet the learning outcomes of your course.

If you have any questions or concerns regarding the recommended accommodations or need assistance with implementing them, please do not hesitate to contact the Disability Resources office at 403.357.3629 or email disabilityservices@rdc.ab.ca.

These instructions explain the steps to view and confirm receipt of the accommodation letters for students registered in your courses.

You will learn how to:

- **Access+ portal**: Log in to the secure instructor web portal
- **View & Confirm**: Letters of Introduction for students in your courses

You can log in to Access+ using your RDC username and password.
1. Click on the Access+ link found in the Loop or by copying and pasting the URL below:

2. Log in to Access+ with your RDC username and password. This is the same username and password you use to log in to your computer or the Loop.

3. Select the “Accommodation letters” tab at the top of the page. This page shows a list of courses you teach this semester with students who have consented for you to view their letters. Select “View letter”.

**Direct URL**

![Direct URL](https://accommodations.rdc.ab.ca/clockwork2/user/instructor/default.aspx)

The letter will be downloaded and can be viewed in the browser or in Adobe Acrobat Reader. An example of an Accommodation letter is shown below.

![Disability Accommodation Letter](image-url)
5. Confirm receipt of the Accommodation letter by selecting the checkbox to confirm that you have reviewed it, then select the “Submit” button.

After you select the submit button, the following message will appear.

6. Log out of Access+ when you have finished.