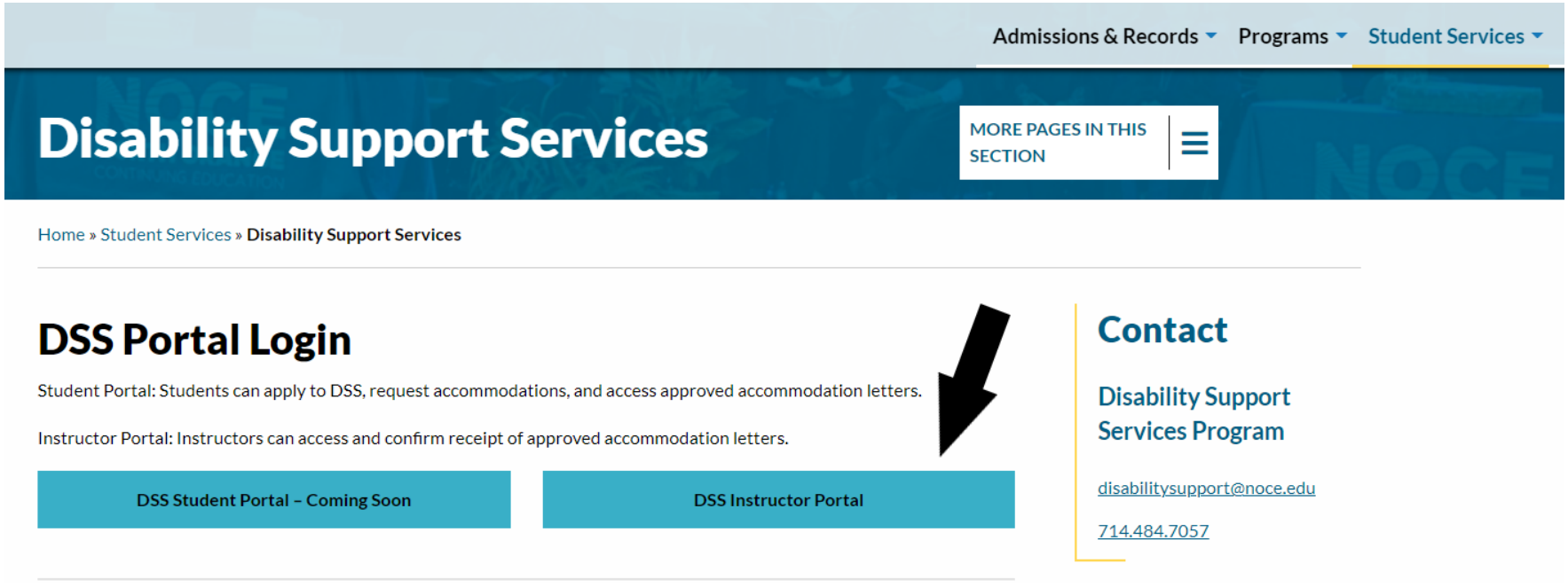
NOCE DSS – Instructor Portal Faculty Guide

How to Access a Student's Letter of Accommodations

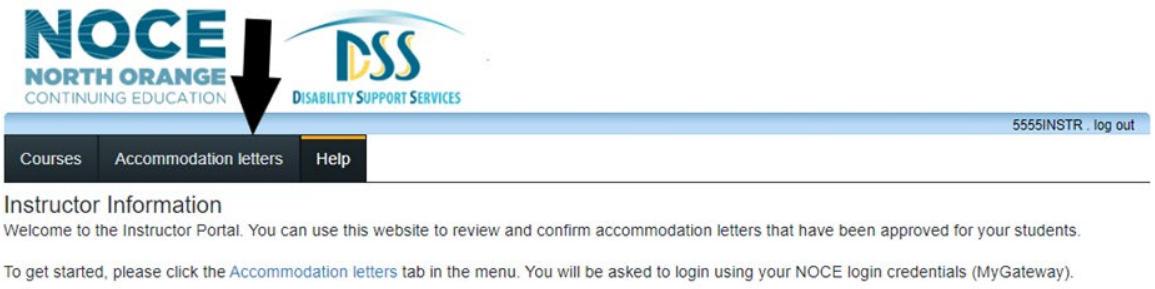
Step 1: Visit the Instructor Portal at dss.noce.edu/user/instructor.

Direct link is also located on the NOCE website: Support Services > Disability Support Services.



Step 2: Click on the “Accommodation letters” tab at the top of the page.

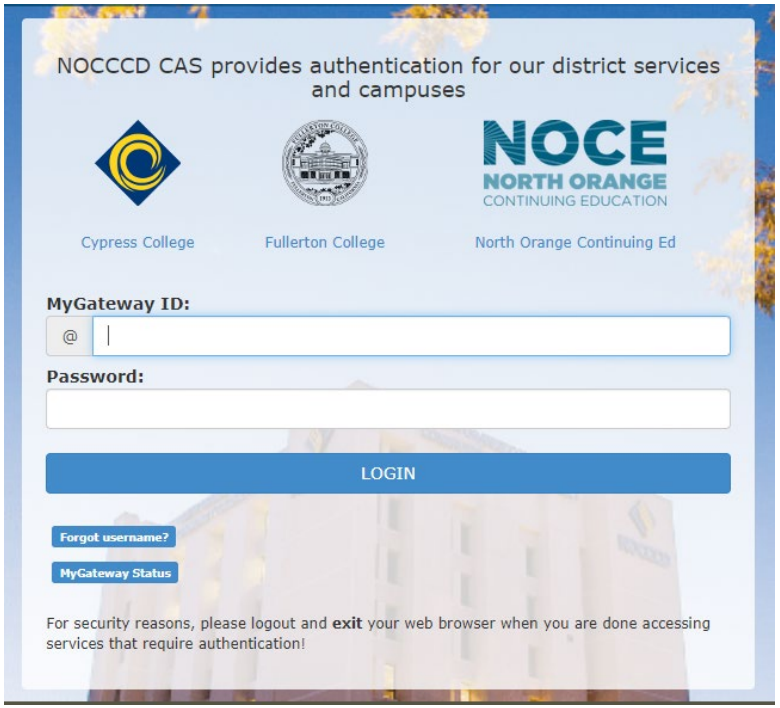
By default, the information on the “Help” tab will display when you visit the Instructor Portal.



Step 3: Log in using your MyGateway username and password.

If the log-in attempt should fail, please close the browser window completely and return to the Instructor Portal site.

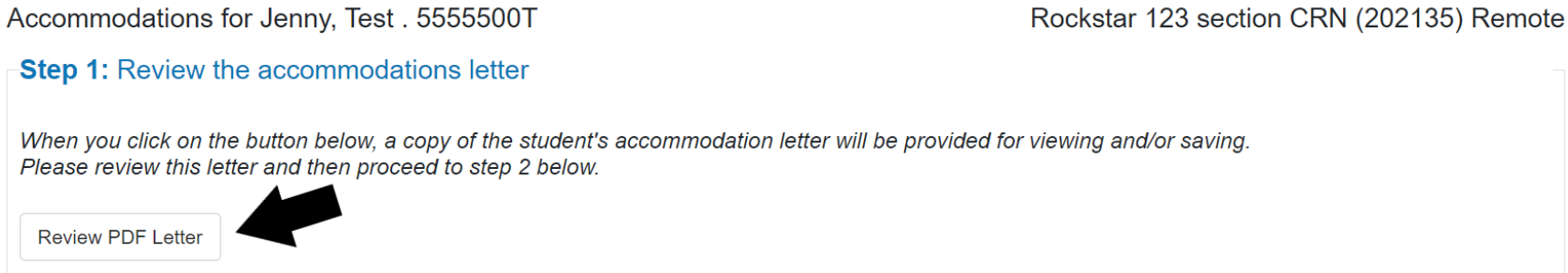
Contact the NOCE DSS office, 714.484.7057, if you encounter multiple failed log-in attempts.



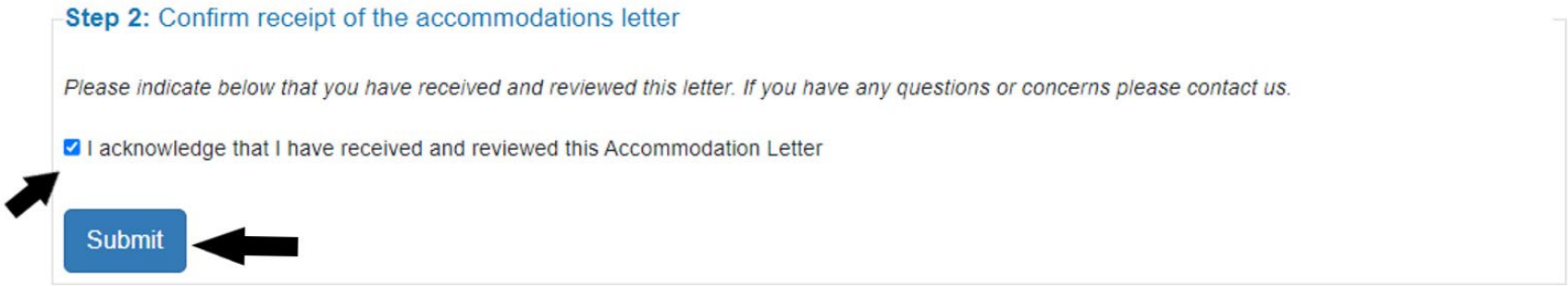
Step 4: Select the term you want to view. Then, click on "View Letter" next to the student for whom you would like to review their accommodations.

You can sort the table by clicking on the column headers: Course, Student, Date letter available, or Your confirmation.

Step 5: On the next page, click on Review PDF Letter. You will have the option to view or save this document for your records.



Step 6: After reviewing the letter, confirm receipt by marking the check box and then clicking Submit.



Step 7: Upon clicking Submit, you will automatically return to the list of students requesting accommodations for your courses. Once you have reviewed and confirmed all letters, you may log out.

NOCE NORTH ORANGE CONTINUING EDUCATION

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