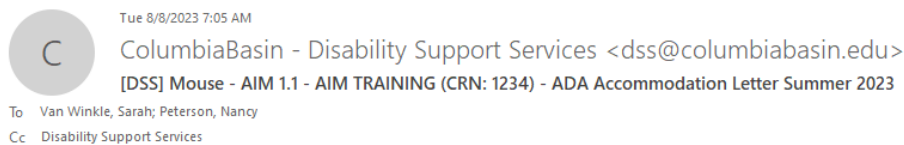


# How to Access Your MyDSS Instructor Portal & Acknowledge Receipt of your Student's Notice of Accommodation Letter

Students who receive disability-related accommodations will submit their Notice of Accommodation Letters through AIM.

When a student submits a Notice of Accommodation letter to their instructor, a notification will be sent to the instructor's CBC email address.

- The email subject will be formatted as: '[DSS] Student's Last Name – Course Name - (CRN: #####) - ADA Accommodation Letter Term'
- The sender address will be 'dss@columbiabasin.edu'



## How to Log into your MyDSS Instructor Portal:

Click on the Accessible Information Management (AIM) link from the DSS Intranet Page, the **Instructor Portal** link the faculty notification ADA letter, or here: [MyDSS Instructor Portal Sign In Link](#)

Instructors will use CBC's Single Sign-On to log in to their MyDSS Instructor Portal. You might need to have Microsoft Duo accessible.

## How to Acknowledge Receiving Your Students' Notice of Accommodation Letter and View the Student's Accommodations

You will then be directed to your **Instructor Authentication Page**.

Click the **Continue to View Student Accommodations** button.

Home

DSS's Main Website

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

INSTRUCTOR AUTHENTICATION PAGE

Username: **svanwinke@columbiabasin.edu**

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

You will be directed to your MyDSS Instructor Portal **Overview** page.

In the **List of Students Who Requested Accommodations** section, you will see a list of all your students who have requested disability-related accommodations for the quarter

Click the **View** link for the student whose letter you want to acknowledge receipt of/view.

Views and Tools

Overview

Alternative Testing

Alternative Formats

Communication Access

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

OVERVIEW

Accommodation Requests

Search Students' Eligibilities

ANNOUNCEMENT

Welcome to your DSS Instructor Portal.

This portal is designed for you to manage accommodations for students with disabilities who are enrolled in your courses.

You can:

- See and read the accommodation letter.
- See each student's accommodations.
- Search by accommodation.
- Complete the testing agreement.
- See all exams that students have requested.
- See the start & end times for exams, as well as proctor notes.
- Upload exams to be proctored by DSS staff and download completed and scanned exams.
- See the interpreters who are assigned.
- See assigned notetakers.

If you have any questions or concerns about using your DSS portal, please call the Disability Support Services for consultation at (509) 542-4412 or at [dss@columbiabasin.edu](mailto:dss@columbiabasin.edu).

Previous Term

Term: Summer 2023

Next Term

Click to Expand Advanced Search Panel

Sort Result: Last Requested (Newest Fir) Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- AF: Alternative Formats
- AT: Assistive Technology
- DH: Deaf and Hard of Hearing
- NT: Notetaking Technology
- ALIT: Alternative Testing
- CA: Classroom Access
- NS: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests

View	CRN	SBT	CRS	SEC	Student's Full Name	AF	ALIT	AT	CA	DH	NS	NT	Request Date	Status
<a href="#">View</a>	1234	ABN	1	1	<a href="#">Mickey Mouse</a>			Yes	Yes				07/24/2023	<b>Emailed</b>

You will be directed to a page with the student's accommodation list. You might need to scroll down to view the accommodations listed in the **Notification Letter** section

To acknowledge you received the student's Notice of Accommodation Letter, in the **Accommodation Request Acknowledgement** section, click the **Submit Acknowledgement Electronically** button. This will send a confirmation email to DSS and the student.

Views and Tools

- Overview
- Alternative Testing
- Alternative Formats
- Communication Access

Logout

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Log Out

## OVERVIEW

Accommodation Requests Search Students' Eligibilities

### ANNOUNCEMENT

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Return to Previous Page

### ACCOMMODATION REQUEST ACKNOWLEDGEMENT

I acknowledge having received the student's ADA letter with listed accommodations.

Submit Acknowledgement Electronically

### ACCESS INFORMATION

This accommodation letter was read by: **Sarah Van Winkle**

Last recorded access on: **Friday, July 28, 2023 at 10:32:37 AM**

Last notification mailed on: **Friday, July 28, 2023 at 10:03:11 AM**