View Your Students’ Accommodations
and Faculty Notification Letters

Overview

The DR Instructor Portal is designed for instructors to easily view and manage accommodation requests for students with disabilities.

- Only students registered with Disability Resources can request accommodations.
- Disability Resources will always notify instructors regarding students’ accommodations through the Faculty Notification Letter.
- If students request accommodations that are not included in the letter, or if a student who requests accommodations has not provided a Faculty Notification Letter, contact Disability Resources.
- If you’re unsure how to implement an accommodation, we’re happy to help.

Accessing the Portal

To access the instructor portal, visit www.rochester.edu/college/disability and click the button on the right-hand side of the page. Use your UR net ID and password to log in.

LOG IN TO THE DR INSTRUCTOR PORTAL

The Instructor Authentication Page is a reminder about confidentiality. Select Continue to View Student Accommodations.

INSTRUCTOR AUTHENTICATION PAGE

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
Viewing Student Accommodations and Faculty Notification Letters

The **Overview** page lists students who have made an accommodation request in one of the classes you teach. This list also identifies which of the most common accommodations a student has requested (i.e. **EXAM** for testing accommodations; **NOTE** for notetaking accommodations).

To read an individual Faculty Notification Letter, select **View** next to the student’s name on the accompanying line.
On the left-hand side of the **Overview** page, you can also select an accommodation category, which will display the students who have requested these accommodations.

### Searching for Students by Accommodation Type

If you have lots of students, you can search for a specific accommodation by selecting **Search Students’ Eligibilities** > Expand the Advanced Search Panel.

Select a specific accommodation and click **Search**. Doing so will pull up a list of students and their emails.

```
<table>
<thead>
<tr>
<th>Accommodation Requests</th>
<th>Search Students’ Eligibilities</th>
</tr>
</thead>
</table>
```

```
<table>
<thead>
<tr>
<th>Previous Term</th>
<th>Term: Fall 2018</th>
<th>Next Term</th>
</tr>
</thead>
</table>
```
Questions?

We’re happy to help! Call (585) 276-5075, email disability@rochester.edu, or come see us in Taylor Hall.