

## Accessible Learning Services

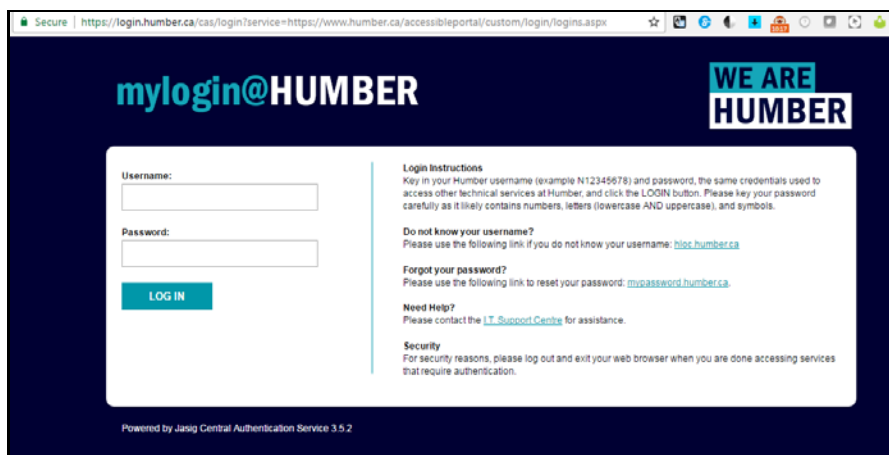
### How to View Your Accommodation Letters Online

Use the following instructions and screen shots below to assist you with viewing your accommodation letters online.

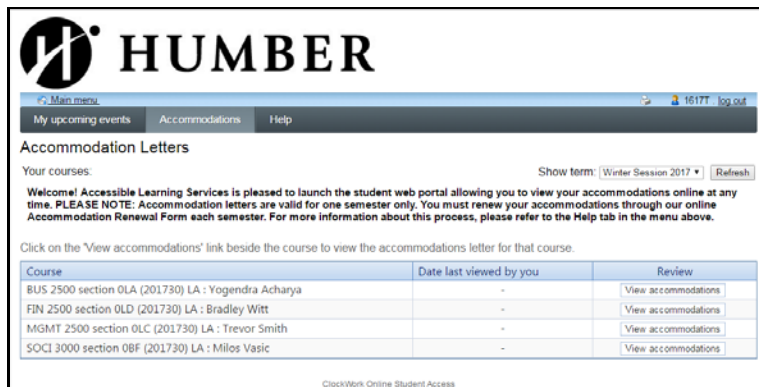
1. Go to Humber College Accessible Learning Services Online Student Portal:  
[www.humber.ca/accessibleportal](http://www.humber.ca/accessibleportal)
2. Click on “Accommodations Letters”



3. Use your Humber username (example N12345678 or abcd1234) and password (the same credentials you use to access other technical services at Humber) to login.
  - a. Please enter your password carefully as it likely contains numbers, letters (lowercase AND uppercase), and symbols. Your login is also case sensitive.
  - b. Click the LOG IN button.
  - c. If you do not know your username, please use the following link to recover it: [hloc.humber.ca](http://hloc.humber.ca)



- Select your current “session” (e.g., Summer 2019) from the drop down box at the top right of the screen.

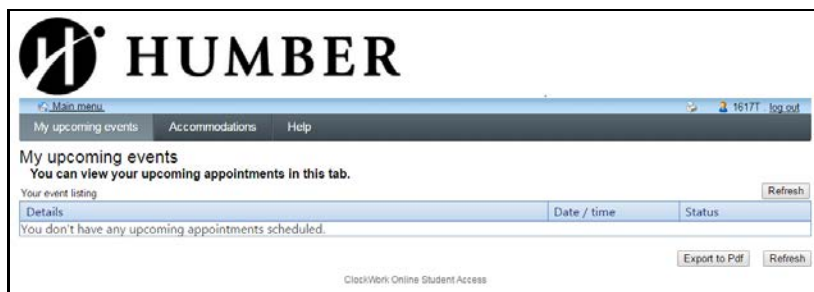


- You should now see the courses you are enrolled in for this semester. Your accommodations will be the same for each course. Click “View Accommodations” to verify that the accommodation requests determined with your ALS Consultant are correct. If there are errors or omissions, please contact your Consultant.

## Other information displayed within Student Web Portal

### My Upcoming Events tab

- View your upcoming appointments with ALS staff members.
- Export your upcoming appointments as a PDF document for later review.

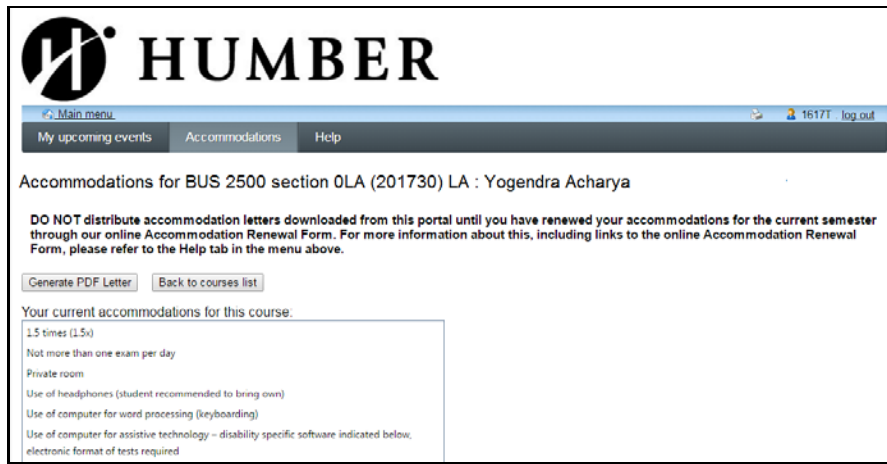


### Help Tab

Please review the Help Tab for answers to questions you have. If you have questions that aren't answered here, or require assistance [please contact us](#) or drop by the Accessible Learning Services office.

**IMPORTANT:** For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.

## Downloading your accommodation letters



1. **IMPORTANT:** Please ensure that you have [renewed your accommodations](#) for the current semester before you distribute accommodation letters downloaded from the portal.
2. Clicking the “Generate PDF Letter” button on the “view accommodations” page will open a digital copy of your accommodation letter. Additionally, depending on your computer’s configuration, a copy may be automatically downloaded to the “Downloads” folder of your computer. The name of the document downloaded will be accommodations\_current.pdf.
3. Please note that PDFs generated from the web portal are for individual courses. You may wish to save them individually with the course name and/or code in the filename to help you manage them better. The course listed on the PDF is the course that was active when you clicked the “Generate PDF Letter” button. If you wish to generate a PDF for another course, click the “Back to courses list” button, select another course, and click the “Generate PDF Letter” button again.

The following information is included in your accommodation letter:

- a) **Date Issued:** *Found at the top left of your letter.* This is the date that your accommodations were last renewed or changed.
  - b) **Valid Through:** *Found at the top right of your letter.* This is the semester that the listed accommodations are active for.
  - c) **Courses:** *Found below your name and student number.*
  - d) **Consultant name and contact information:** *found at the end of your letter.*
4. Some Mac users may experience difficulty viewing and/or downloading their accommodations. Many of these problems can be resolved by using a browser other than Safari and using Adobe Reader to view your letters. If you still experience issues after trying these suggestions, [please be sure to send us a message with the details.](#)

## A note about distributing your accommodation letters.

When you renewed your accommodations you informed our office how you wanted to distribute your accommodation letters.

Currently Humber students have two options to distribute their accommodation letters:

### ALS to send to instructor(s)

Students can choose to have ALS distribute your accommodation letter(s) directly to instructors. If you choose this option, ALS will send your accommodation letter to ALL of your instructors. This may include an Associate Dean if an instructor has not been assigned to a course at the time your accommodation letter is distributed. Choosing this option means that you consent to allow ALS to share information about your accommodations with your instructors and Associate Dean for the purpose of implementing your accommodations.

### Student to send to instructor(s)

Students can choose to distribute their own accommodation letters directly to instructors. If you prefer to distribute your accommodation letter yourself, we will email a copy to you and you can provide it to your instructors. You may also download a copy of your accommodation letter from this web portal for distribution purposes. Please ensure that you have [renewed your accommodations for the current semester](#) before you download your accommodation letter from the portal and distribute it.

To ensure that your instructors are informed of your accommodation needs, please make sure to use one of the following methods to distribute your letter:

1. Email a digital copy (PDF) of your accommodation letter to your instructors.
2. Print the PDF of your accommodation letter and hand to your instructor in class.
3. Print the PDF of your accommodation letter and put it in your instructor's mailbox.

If you wish to change the manner in which you are currently distributing your accommodation letter please contact your Consultant.