STEPS FOR SENDING YOUR LETTER OF ACCOMMODATIONS TO PROFESSORS

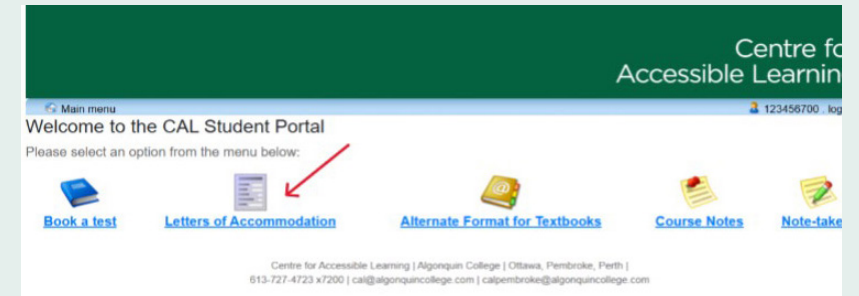**1** **Click** on the **CAL Student Portal.**

CAL Student Portal

Visit the CAL Student Portal to send Letters of Accommodation and book accommodations for upcoming assessments.
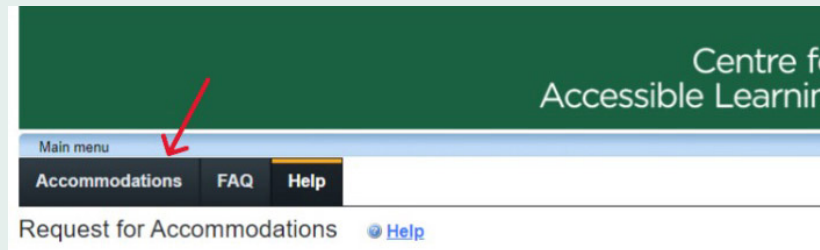
▶ Access the CAL Student Portal

2 **Click** on the **Letter of Accommodation** icon.

Centre for Accessible Learning

Welcome to the CAL Student Portal
Please select an option from the menu below:

Book a test | Letters of Accommodation | Alternate Format for Textbooks | Course Notes | Note-take

Centre for Accessible Learning | Algonquin College | Ottawa, Pembroke, Perth |
613-727-4723 x7200 | cal@algonquincollege.com | calpembroke@algonquincollege.com

3 **Click** the **Accommodations** tab.

Centre for Accessible Learning

Main menu
Accommodations | FAQ | Help

Request for Accommodations ⊕ Help

4 **Log in** with your Algonquin College network username (ex. nick0001) and password.

Log In

Please log in with your Algonquin College network user name (i.e. nick0001) and password. This will be the same as your Brightspace user name and password. Please remember to log out when you are done.

👤 User name:

🔒 Password

Log In

5 **Select Term:** ex. Spring 2024.

Accessible Learning

Main menu
Accommodations | FAQ | Help

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Spring Session 2024

Course	Status	Request	Letter
CAL Demonstration CAL1000 Section 010	Waiting for student to request	Request	
CAL Demonstration CAL2000 Section 020	Waiting for student to request	Request	

6 Go to the first course and **click** on the word **Request** (dark blue).

Accessible Learning

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Request Accommodations

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Your courses: Show term: Spring Session 2024

| Course	Status	Request	Letter
CAL Demonstration CAL1000 Section 010	Waiting for student to request	Request	
CAL Demonstration CAL2000 Section 020	Waiting for student to request	Request	

7

The list of your accommodations will show on the left side of the page, and the **list of your courses/professors** will be on the right. **Note:** if using a device, this may appear different.
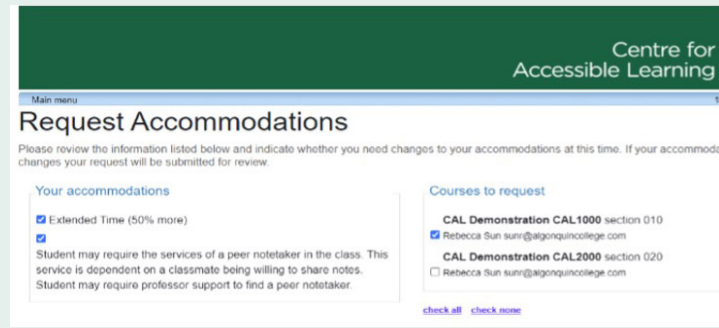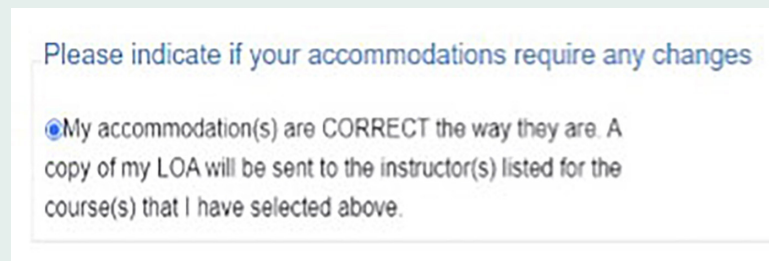
8

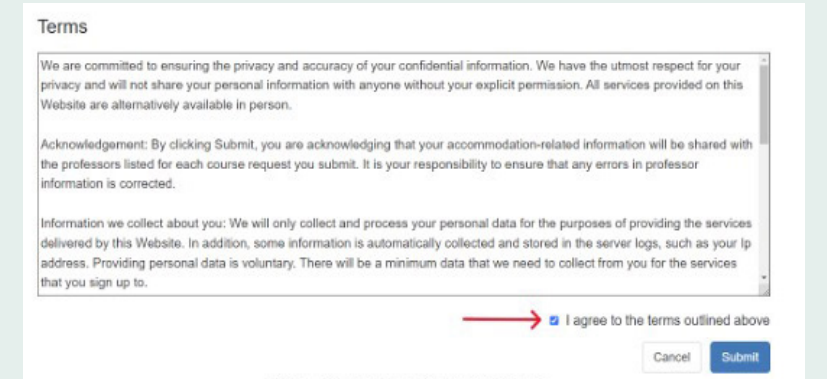**Click** on the courses associated with a professor or **click** check all.
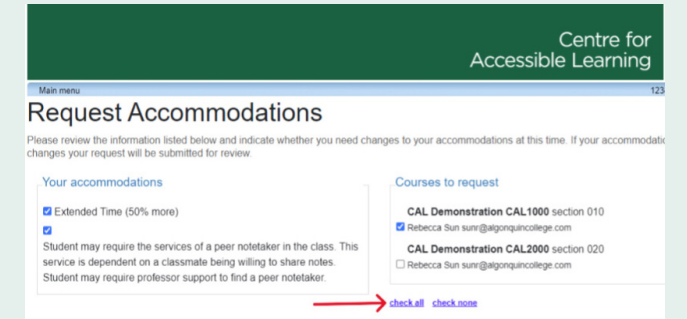
9

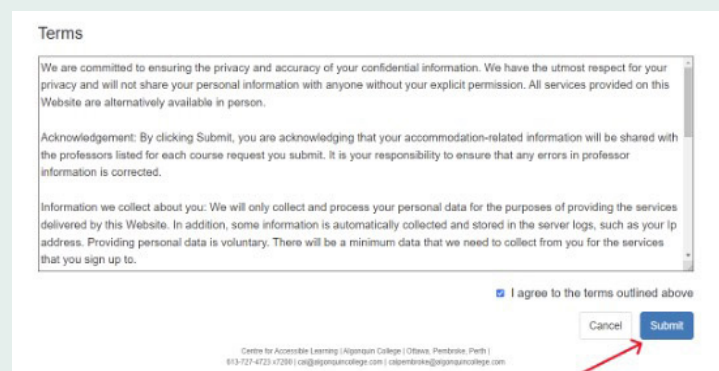**Click** on the bullet "•" to confirm your accommodations are correct.

10

Click to agree to the **Terms.**

11

Click Submit.

12

Way to go!
Your Letter of Accommodation has been sent!