## Steps for Faculty Login Using the NEW 'DSPS Portal'

Navigate to: <u>Columbia College DSPS Website</u>

Select the 'DSPS Portal' button

**#1** On the DSPS Portal Home page, click 'Instructors Log-in'

Welcome to DSPS Portal

 Image: SPS Application
 Image: SPS Application
 Image: SPS Application
 Image: SPS Application
 Image: SPS Accession
 Image: SPS Accession

ClockWork Online Student Access

**Course Note** 



#3

#4

Select the 'Courses' tab to view a list of courses you are assigned to teach. Access student letters of accommodations within each course on the right side in

Courses Accommo	dation letters Heln			
				E.
Courses	Show term:	Summer Semester 2024	~	Refresh
Your courses are listed belo	w. For instructions, click the 'Help' link.			
Course			Options	
CSKLDV 610			Accommodation Letters	
SECTION: 5016 ACT (TERM: 2024CFA) CC			Tests and Exams	

After viewing a student's accommodation letter, click the box that acknowledges you have received and reviewed the

accommodation letter, then click 'Submit'.

	CSKLDV 610 section 5016 ACT (2024CFA)
Step 1: Review the accommodation	ns letter
When you click on the button below, a cop Please review this letter and then proceed	y of the student's accommodation letter will be provided for viewing and/or saving. to step 2 below.
Review PDF Letter	$\mathbf{\Sigma}$
Step 2: Confirm receipt of the acco	mmodations letter
Please indicate below that you have receiv	ved and reviewed this letter. If you have any questions or concerns please contact us.
I acknowledge that I have received and	reviewed this Accommodation Letter