

Steps for Faculty Login Using the NEW 'DSPS Portal'

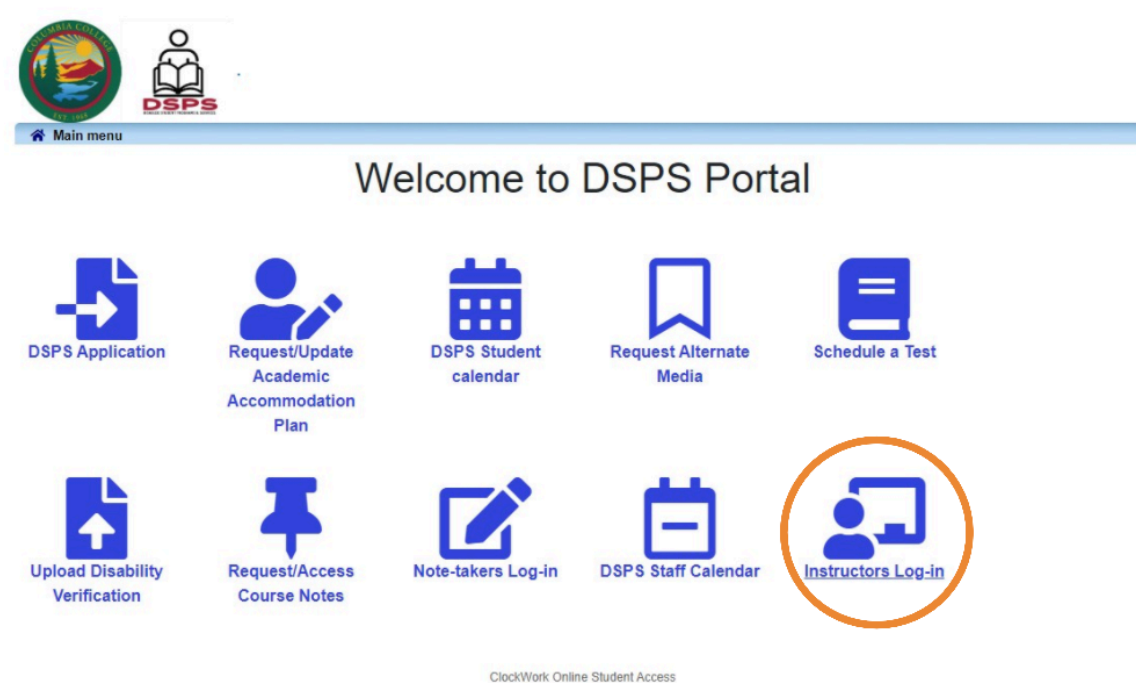
Navigate to:

Columbia College DSPS Website

Select the 'DSPS Portal' button

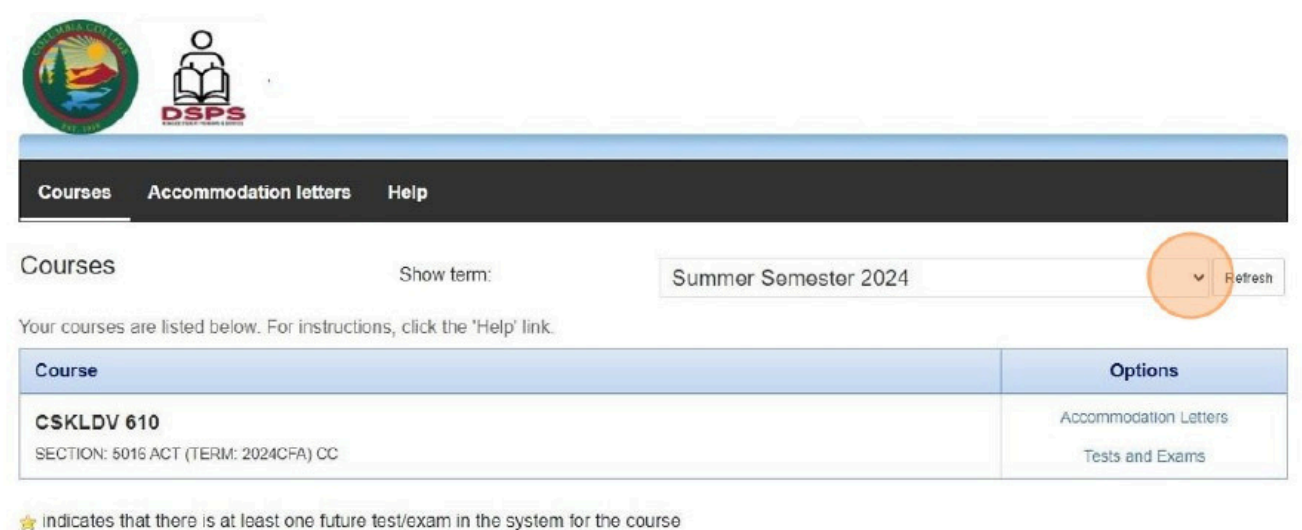
#1

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



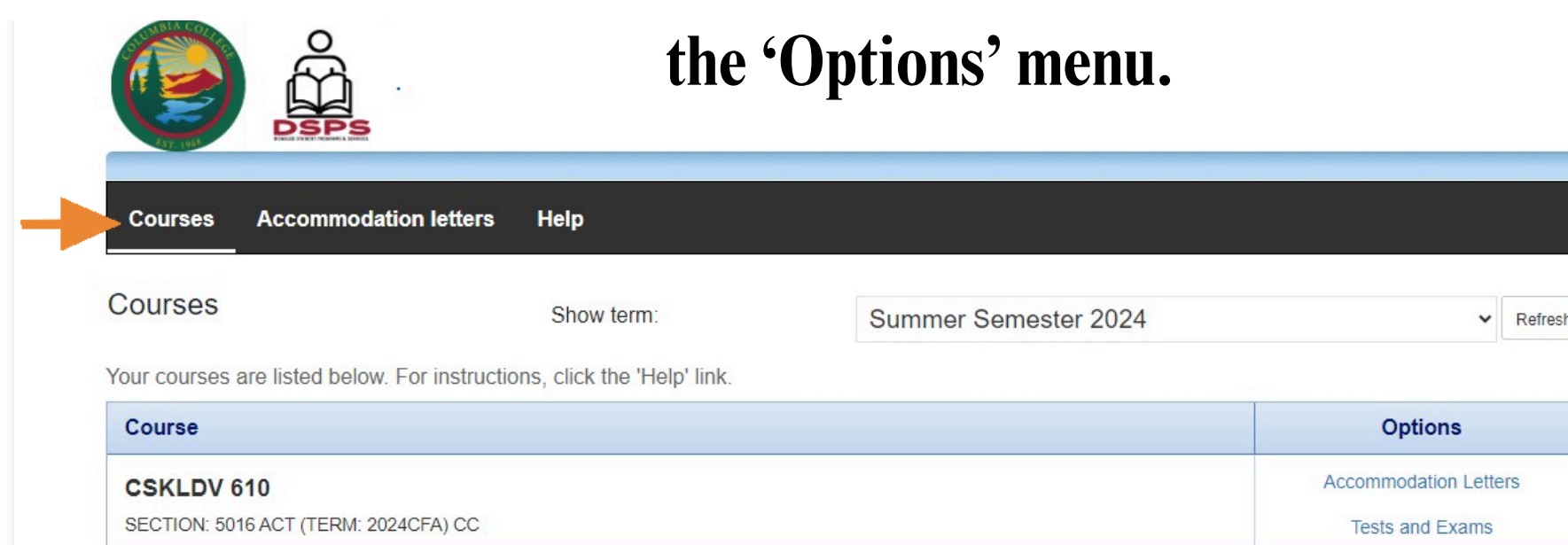
#2

Click the 'Show term' dropdown to view
term accommodation letters.



#3

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
the 'Options' menu.



#4

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

