

mySAS: How to email accommodation letter with instructors other than “professor of record” (i.e. Teaching Assistants, multiple instructors, etc.) who are listed in ASSIST

Students must have accommodations *approved* by SAS in order to follow these steps.

1. Log in to mySAS.
2. On *My Dashboard*, go to “Printing Faculty Notification Letter in PDF”
3. Select the class for which you want to print the accommodation letter.

The screenshot displays the mySAS interface. On the left is a navigation menu with sections: 'Home' (My Dashboard, My Profile, Equipment Checked Out, Additional Documentation, My Mailbox) and 'My Accommodations' (My Eligibility, List Accommodations, Alternative Testing, My E-Form Agreements). The main content area is titled 'OVERVIEW' and features a PDF icon and the heading 'PRINTING FACULTY NOTIFICATION LETTER IN PDF'. Below this is a note: 'Note: It may take up to 10 seconds to generate each PDF file.' An 'Important Note' states: 'Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.' There is a 'Select Class:' dropdown menu with 'Select One' selected, and a 'Generate PDF' button. An orange arrow points to the 'Generate PDF' button. Below the main content is a section titled 'Select Accommodations for Your Class' with an 'Important Note' box containing four instructions regarding course display, waiting lists, and modifying requests.

4. Click on “Generate PDF.” It may take up to 10 seconds for the PDF to generate.
5. Click “save” on the download window.
6. Save the document to your computer.
7. Open your UTRGV email and attach the PDF to an email which you will send to your instructor. (Note: Be sure to include your course and section number in your email to the instructor. Please carbon copy (CC:) the email to SAS at ability@utrgv.edu)

For any questions, feel free to contact SAS. We will be happy to assist you.

- SAS office hours are 8:00 am – 5:00 pm.
- Locations: Edinburg: University Center, room 108; Brownsville: Cortez, room 129
- Phone: Edinburg: 956-665-7005; Brownsville: 956-882-7374
- For general inquiries: Email ability@utrgv.edu
- For questions regarding testing: Email sastesting@utrgv.edu