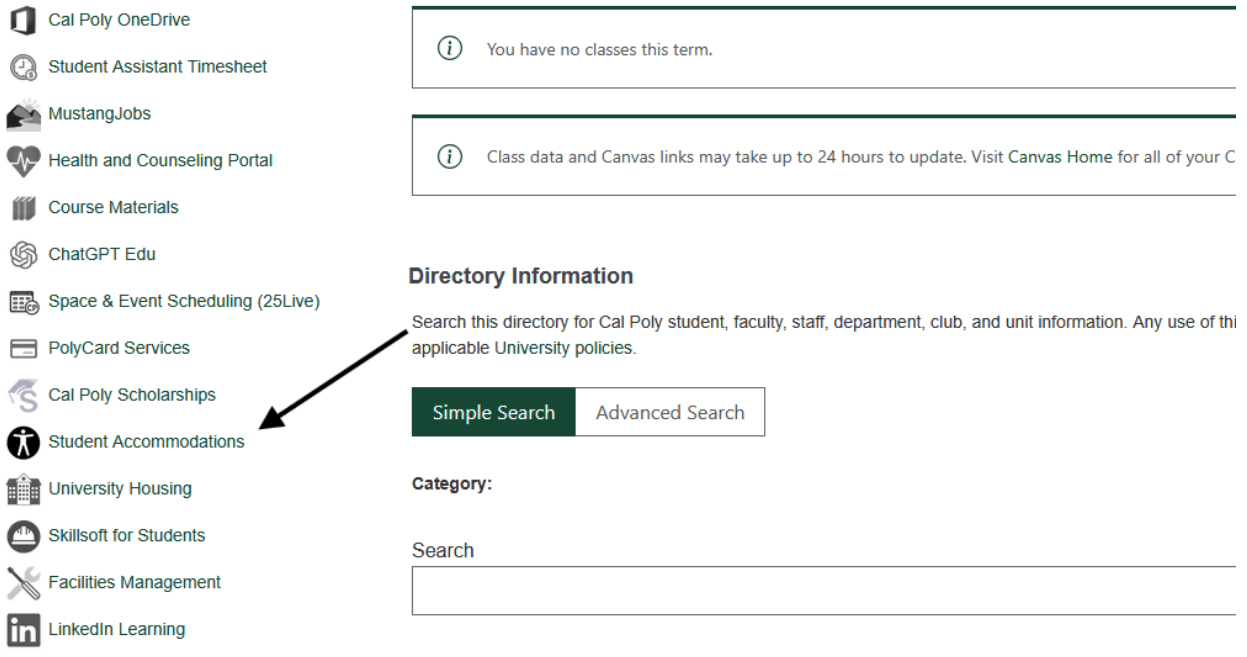


Faculty Portal for Student Accommodations

Logging into your Faculty Portal:

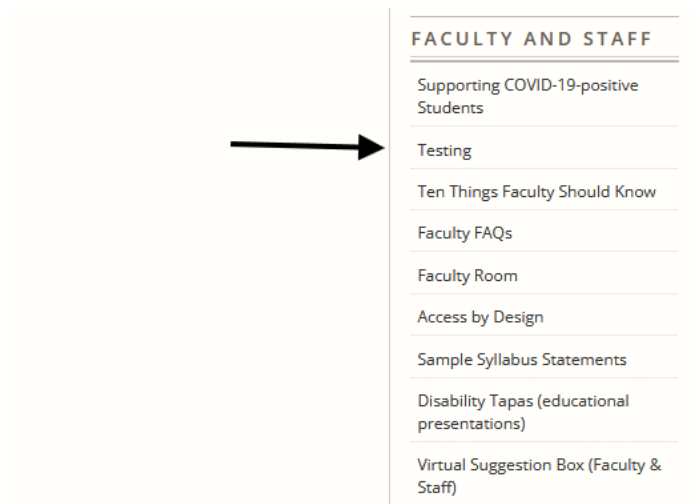
You can access the Faculty Portal for Student Accommodations in one of several ways:

1. You can log in to your Cal Poly Portal and click on the Student Accommodations (Faculty) quick link under My Apps located on the far-left side of the portal:



The screenshot shows the 'My Apps' section of the Cal Poly Portal. On the left is a vertical list of application icons and names: Cal Poly OneDrive, Student Assistant Timesheet, MustangJobs, Health and Counseling Portal, Course Materials, ChatGPT Edu, Space & Event Scheduling (25Live), PolyCard Services, Cal Poly Scholarships, Student Accommodations, University Housing, Skillsoft for Students, Facilities Management, and LinkedIn Learning. An arrow points from the 'Student Accommodations' link to the 'Directory Information' section on the right. This section contains a message box stating 'You have no classes this term.' and another stating 'Class data and Canvas links may take up to 24 hours to update. Visit Canvas Home for all of your C'. Below these is the 'Directory Information' header, a search instruction, and two buttons: 'Simple Search' and 'Advanced Search'. At the bottom of this section is a 'Category:' label and a search input field.

2. You can go to the drc.calpoly.edu webpage and click on the Testing link under the *Faculty and Staff* section on the far right:



The screenshot shows the 'FACULTY AND STAFF' section of the drc.calpoly.edu website. The section is titled 'FACULTY AND STAFF' and contains a list of links: Supporting COVID-19-positive Students, Testing, Ten Things Faculty Should Know, Faculty FAQs, Faculty Room, Access by Design, Sample Syllabus Statements, Disability Tapas (educational presentations), and Virtual Suggestion Box (Faculty & Staff). An arrow points from the left to the 'Testing' link.

Then click where it says “Go straight to your Faculty Portal for Student Accommodations”

DRC Testing Information for Faculty

To use DRC test proctoring services, instructors should complete the **Alternate Testing Agreement** for their courses (using the link under the "Faculty Priorities" heading below), as early as possible.

"In-Person" Courses & Testing Accommodations

For students who cannot be accommodated in class, instructors would provide the DRC with test proctoring information via our online Alternative Testing Agreement, and provide us with the exam at least two (2) business days prior to the exam date. Common testing accommodations include: additional time, an environment with limited distractions, adapted computers, scribe, and read-aloud software.

For "In-Person" Courses & Testing Accommodations, go straight to your [Faculty Portal for Student Accommodations](#)

3. You can also click on the Faculty Portal link found at the bottom of many of the emails you get from DRC Testing:

ADDITIONAL INFORMATION FOR FACULTY:

Faculty Portal

The [Faculty Portal for Student Accommodations](#) gives an overview of all students in each of your courses & sections, the accommodations they've requested, and submitted exam requests. This is also where faculty can perform important tasks such as completing the Alternative Testing Agreement.


Faculty Handbook

The [Faculty Handbook](#) is a source of information and guidance regarding the provision of reasonable academic accommodations for students with disabilities at Cal Poly, San Luis Obispo.

NOTE: For each of the options shown above, you may need to log in with your Cal Poly credentials if you are not already logged in to the Cal Poly portal.

Navigating the Faculty Portal:

1. Once you are logged in, you will be prompted to read a FERPA Confidentiality Statement. You can then click on the Continue to View Student Accommodations button to access the Faculty Portal:

 ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- To have full access to student information, you must use an **APPROVED CAL POLY VPN**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

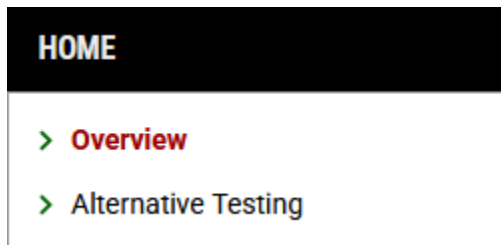
2. You will then see an overview of all your students, the main accommodations they have requested, and a status area showing whether you have read the faculty notification letter via the Faculty Portal (the status does not update if you read the letter via email). When you click View next to a specific student's name, you can see the accommodation letter for that student:

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Testing
View	PDF	PHYS14205	PHYS	142	05		Emailed	07/08/2025	08/08/2025	Yes
View	PDF	PHYS14204	PHYS	142	04		Emailed	07/08/2025	08/08/2025	Yes
View	PDF	PHYS14305	PHYS	143	05		Emailed	06/30/2025	08/08/2025	Yes
View	PDF	PHYS14304	PHYS	143	04		Emailed	06/30/2025	08/08/2025	Yes

Alternative Testing

The Faculty Portal also allows instructors to submit an Alternative Testing Agreement, see a list of exam requests scheduled by students, see the status of the request (if it was approved by disability services or not), and view completed exam files if you have opted to have them scanned and uploaded to you.

1. Once you are logged into the Faculty Portal, click on Alternative Testing on the far left side of your screen:



From here, you will be able to view each Alternative Testing Agreement you have filled out and can make modifications as needed. If you have not yet entered an agreement for a class, you can do so at this time.

2. Under *Alternative Testing Agreement* you will see a number which indicates how many testing agreements still need to be filled out. You will click the link which is in blue.

ALTERNATIVE TESTING AGREEMENT

2

Courses without Alternative Testing
Agreement

Total Courses with Alternative Testing
Agreement: 2

+


NOTE: Once you have completed a Testing Agreement for one student in a class section, it will automatically be copied to all students in that section.

3. You will click Specify next to the class number to complete the questionnaire for h

Records Found: **2** (Showing: **1 - 2**)

View	CRN	Subject	Course	Section	Course Title
Specify	PHYS14205	PHYS	142	05	General Physics II
Specify	PHYS14305	PHYS	143	05	General Physics III

4. If you have already completed an Alternative Testing Agreement for a class, you can edit that agreement by selecting it from the drop-down list under the List Alternative Testing Agreement box. Then click the View button:

View	Copy	CRN	Subject	Course	Section	Course Title
View 		PHYS14204	PHYS	142	04	General Physics II

5. Once you have edited your Testing Agreement, click the Update and view exam dates button at the bottom of the screen:

FORM SUBMISSION

UPDATE AND VIEW EXAM DATES >

BACK TO LIST >

6. To view completed exam files you will click Completed files

UPCOMING EXAMS

COMPLETED FILES

ALTERNATIVE TESTING AGREEMENT

EXAM DATES

7. You will be asked to authenticate, by clicking authenticate and email will be sent to you will a code which will allow you to download the exam file.

Download	CRN	Subject	Course	Section
Authenticate	PHYS14204	PHYS	142	04