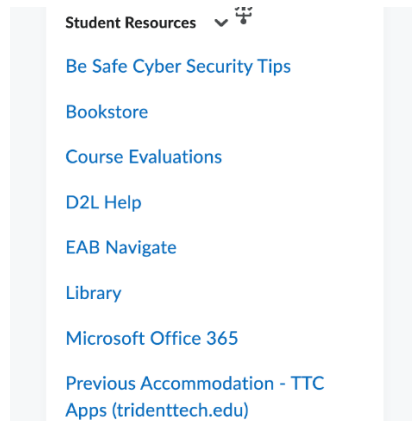


Services for Students with Disabilities (SSD)

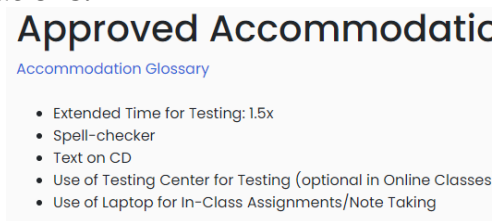
Faculty Notifications Letters to Instructors

Faculty Notification Letters MUST be sent for SSD to provide your accommodations for your courses. This makes your instructors aware of your registration with SSD and your approved accommodations. **This is necessary every term** for each course that you wish to receive accommodations for.

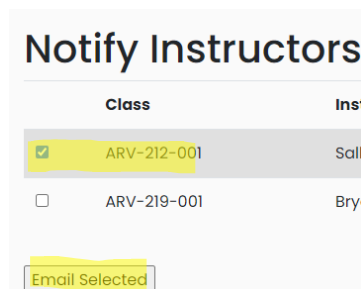
1. **Sign into the [View Accommodations Dashboard](https://bit.ly/TTCViewAccommodation)** (<https://bit.ly/TTCViewAccommodation>). Log in with your Trident Technical College credentials which will include the Duo Authentication process. A link to the Dashboard is also available on the D2L Course Home page under Student Resources.



2. **Review current accommodations.**



3. **Select the checkboxes of classes you wish to receive accommodations for and then click "Email Selected."**





4. A confirmation email for each class checked will be sent to you and your instructor(s) will be notified of approved accommodations.
5. Once the page reloads you will see a date in the column “Last Email Sent” showing that the Faculty Notification Letter has been sent to that instructor.

	Last Email Sent
tridenttech.edu	09/12/2023
nttech.edu	08/18/2023

Please note: if you do not see your current term courses listed the system may be temporarily unavailable.

Please check back later to notify your instructors. If the problem persists, please contact the SSD Office at 843-574-6131.

You may contact your SSD Counselor or the SSD Office to request Faculty Notification Letters. Requests can begin the week before the beginning of each term.

Please visit [Disability Services](#) to learn more about how to register for services.

Contact our office by phone at 843-574-6131, email at Counseling.Services@tridenttech.edu, or in person at the Thornley Campus, building 410, room 210 if you have any questions.