

Academic Accommodation for Students with Disabilities Application System Manual

(For Instructors Ver. 1)

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1. About the new system

The “Request for Academic Accommodations for Students with Disabilities” (hereinafter referred to as “accommodation requests”), which was previously distributed mainly by students to instructors by hand, will now be distributed through the new system. For details on how to confirm the accommodation requests, please refer to “2. The flow from the instructors’ confirmation to response to student requests in the new system” in this manual. Additionally, when accommodation requests are distributed to instructors through the new system, students will also provide instructors with documents explaining the new system and how to log in.

Although most accommodation requests will be automatically distributed to the instructors through the new system (Pattern 1), for some students, such as those with hearing or visual impairments (e.g., blindness), accommodation requests will be approved before the start of the course and distributed by hand to request support related to information assurance from the first class (Pattern 2). In addition, accommodation requests for required courses will be distributed through the new system. However, for courses that could not be selected at the time of application before registration (e.g., courses with a lottery system), accommodation requests will be distributed by hand only for the added courses (Pattern 3). When receiving accommodation requests by hand, please take sufficient care in handling personal information and confirm the contents of the accommodation requests.

Examples of accommodation request distribution patterns

① Patterns distributed to all classes using the new system
② Patterns distributed by hand with prior approval and handed out on the first day of class
③ Mixed distribution pattern using the new system + hand delivery, etc.

2. Distribution of the letters of academic accommodation in the new system

(The flow from the instructors’ confirmation to response to student requests)

(1) Login Method

① Log in from your university e-mail (automatic notification)

An automatic email with the subject “Academic Accommodations for Students with Disabilities” will be sent to the instructor's campus email, notifying them that the accommodation request has been distributed.

Dear Professor テスト教員002

We would like to inform you that we have received an application from a student in your class regarding the following matter.
Please confirm the details of the application and provide a response.

Application Category:Academic Accommodation in Support of Students with Disabilities
Course Title:test002
Class:88
Confirmation/Response:Click the link below.
<https://ritsumeai--full.sandbox.my.salesforce.com/a03A200000GPLvFIAX>

*This email is an automated communication. You will not be able to reply to this e-mail.
If you have any questions for the Disability Resource Center(DRC), please contact the <contact information> listed in the Academic Accommodation letter.

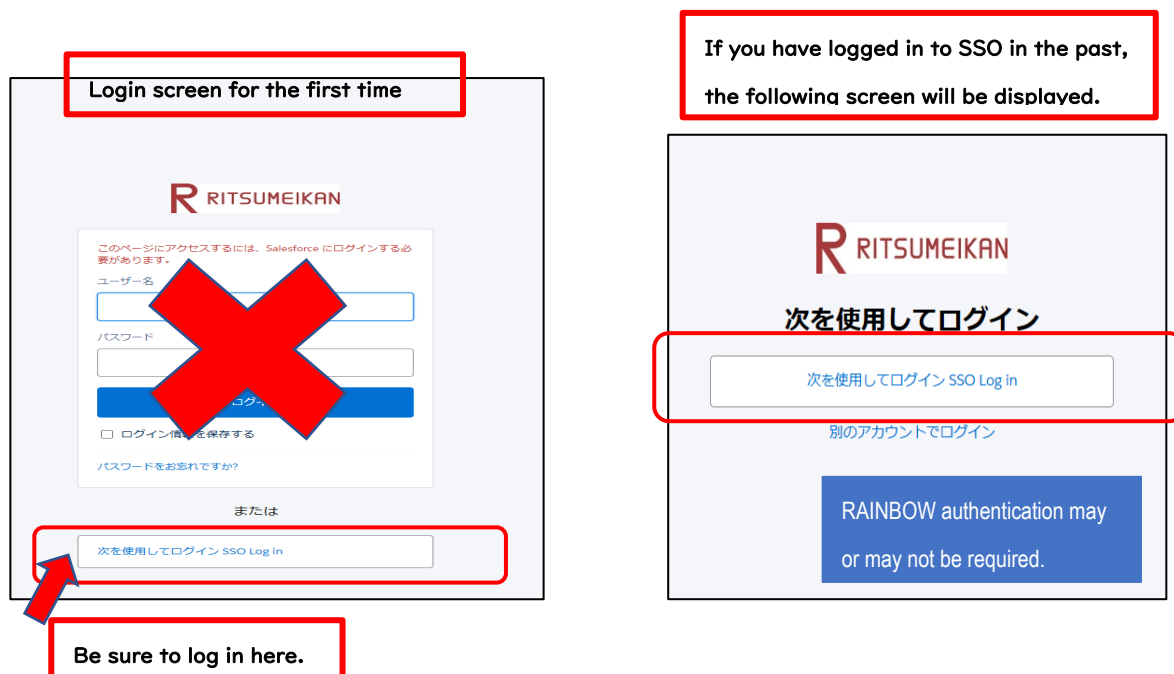
Click this URL to view the student's application details and accommodation requests. RAINBOW authentication may or may not be required when switching screens.

②Log in directly to the system

Log in directly from the [Academic Accommodations for Students with Disabilities System](#).

(URL: https://ritsumeil.lightning.force.com/lightning/o/hed_Application_c/list?filterName=R_FacultyInReviewForFaculty)

When logged in, the following screen will be displayed. Click “Log in using SSO Log in,” and you will be taken to the authentication screen and application list screen.



Alternatively, click on the following links on the [Academic Affairs website](#) and log in from the “Academic Accommodation for Students with Disabilities System.”

[Academic Affairs \(For Faculty Members\)](#) > Class Administration > [Special consideration for students' absence from classes](#) > [Academic Accommodation Application System for Students with Disabilities](#)

After logging in, a list of applications “Instructor in Review” will be displayed.

Applica...	Application Category	Application St...	Applica...	S...	Name	1 ↑	Course C...	Course ...	Class	Instructor
1 APP-2549	Academic Accommodation in Support of Students ...	Instructor In Review	2025/07/23 ...	1234...	Student T...	2 回生	99999	test001	T	テスト教員001
2 APP-2208	Academic Accommodation in Support of Students ...	Instructor In Review	2025/03/06 ...	1111...	Test Stud...	2 回生	99999	test001	99	テスト教員001
3 APP-2471	Academic Accommodation in Support of Students ...	Instructor In Review	2025/05/28 ...	1234...	Student T...	2 回生	99999	test001	T	テスト教員001

Select the Application ID to review the accommodation request.

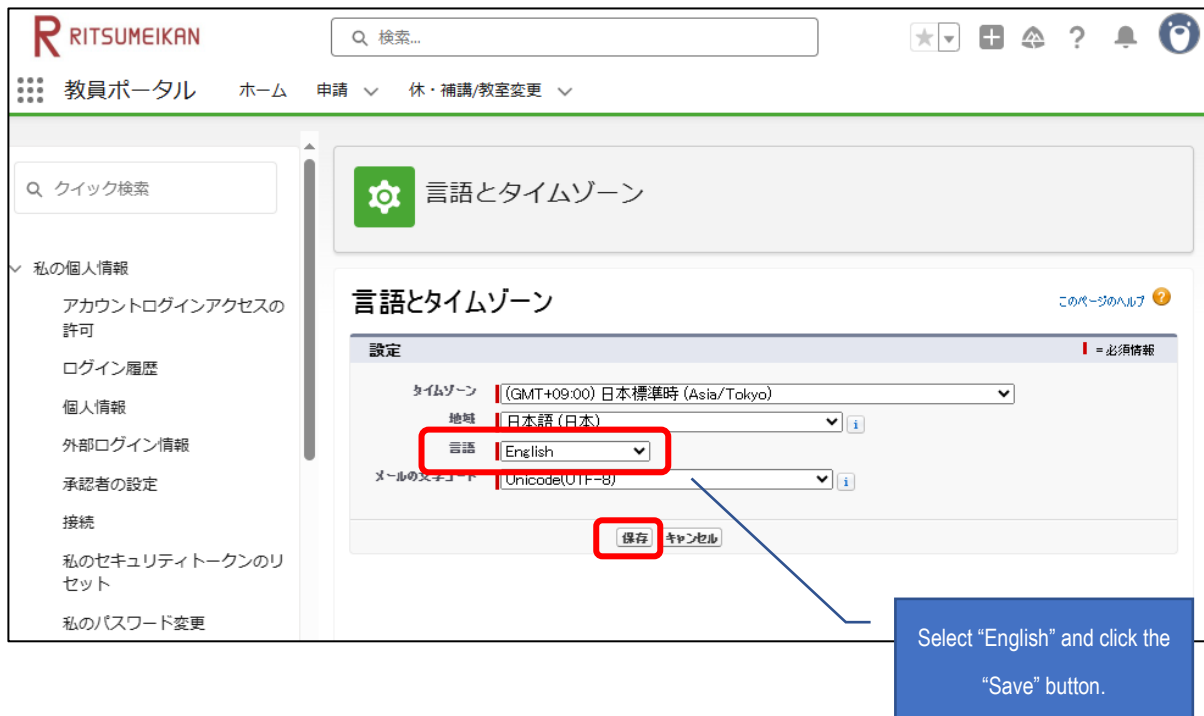
Please click “Update” each time to check the latest status.

③ Instructor Portal / Language Switch



・ Language Switch

To change the Language, click on “設定【Settings】” in the top-right corner and select “言語とタイムゾーン【Language and Time Zone】”.



(2) Confirmation of the content of accommodation requests

You can view student information, course information, and accommodation requests from the individual student application screen.

Application
APP-2549

Information

Application ID
APP-2549

Application Status
Instructor In Review

Application Category
Academic Accommodation in Support of Students with Disabilities

Application Date
2025/07/23 12:27

Student Information

Student ID
1234560001

Name
Student Test En 0001

Affiliated Campus
OIC

Year
2回生

College・Graduate School
情報理工学部

Department
情報理工学科

Email
rdrc+student98@st.ritsumeik.ac.jp

Courses for which you are requesting Academic Accommodation

Course Code
99999

Instructor
テスト教員001

Course Title
test001

Class
T

[Requests to Instructors]

For teachers:
First, please click on the attached file below to review the contents of the "Letter of Academic Accommodation" from the student. After that, please select either to enter comments or not to enter comments from the "Confirmation Contact for Students (Required)" below, and press the Next button. If you have any questions regarding this matter, please contact the listed in the Letter of Academic Accommodation.

Confirmation contact to the student concerned (required)

*Would you like to enter a comment?

☐ Yes

☐ No

Next

ファイル (1)

1 item

Title: Academic Accommodation EN0001 APP

File Extension: docx

サイズ(byte): 13,616

Last Modified Da... 2025/07/23 14:38

On this screen, you can check the student's information and the classes for which accommodations have been requested.

Click here to view the academic accommodation requests.

(3) Response to students

After confirming the academic accommodation requests, please be sure to contact the student for confirmation (response).

Application
APP-2549

Information

Application ID
APP-2549

Application Status
Instructor In Review

Application Category
Academic Accommodation in Support of Students with Disabilities

Application Date
2025/07/23 12:27

Student Information

Student ID
1234560001

Name
Student Test En 0001

Affiliated Campus
OIC

Year
2回生

College・Graduate School
情報理工学部

Department
情報理工学科

Email
rdrc+student98@st.ritsumeik.ac.jp

Courses for which you are requesting Academic Accommodation

Course Code
99999

Instructor
テスト教員001

Course Title
test001

Class
T

[Requests to Instructors]

For teachers:
First, please click on the attached file below to review the contents of the "Letter of Academic Accommodation" from the student. After that, please select either to enter comments or not to enter comments from the "Confirmation Contact for Students (Required)" below, and press the Next button. If you have any questions regarding this matter, please contact the listed in the Letter of Academic Accommodation.

Confirmation contact to the student concerned (required)

*Would you like to enter a comment?

☒ Yes

☐ No

*Comment

If you have any specific requests, please let me know after class.

Next

ファイル (1)

1 item

Title: Academic Accommodation EN0001 APP

File Extension: docx

サイズ(byte): 13,616

Last Modified Da... 2025/07/23 14:38

Comments can be entered optionally.

If you do not have any comments, select “No” and click “Next.”

If you have comments, select “Yes,” enter your comments in the comment field that appears, and click “Next.” A confirmation screen will appear. If there are no problems, click “Respond.”

When you have finished responding, the display will change to “Response complete.”

The screenshot shows the Ritsumeikan Faculty Portal interface. The top navigation bar includes 'Faculty Portal', 'Home', 'Applications', and 'Class Cancellations/Make-up Cl...'. The main content area is titled 'Application APP-2549'. It is divided into three sections: 'Information', 'Student Information', and 'Courses for which you are requesting Academic Accommodation'. The 'Information' section shows 'Application ID: APP-2549', 'Application Status: Instructor's Response Sent', 'Application Category: Academic Accommodation in Support of Students with Disabilities', and 'Application Date: 2025/07/23 12:27'. The 'Student Information' section shows 'Student ID: 1234560001', 'Name: Student Test En 0001', 'Year: 2 年生', 'Department: 情報理工学科', and 'Email: rdrc+student98@st.ritsumei.ac.jp'. The 'Courses' section shows 'Course Code: 99999' and 'Instructor: テスト教員001'. On the right, a sidebar titled '[Requests to Instructors]' contains a 'Response Completed' message: 'Your response has been sent to the student by email.' Below this is a file upload section titled 'ファイル (1)' showing a file named 'Academic Accommodation EN0001 APP' with a size of 13,616 bytes and a last modified date of 2025/07/23 14:38. A red box highlights the 'Response Completed' message.

When you respond, an automatic email notification will be sent to the student's university email address confirming that the course instructor has reviewed the accommodation requests.

The screenshot shows an email notification from the instructor to the student. The email is addressed to 'Dear Student Test En 0001' and contains the following text: 'We would like to inform you that your instructor has responded to the following application. Application Category:Academic Accommodation in Support of Students with Disabilities Application ID:APP-2549 URL:https://ritsumei--full.sandbox.my.site.com/studentportal/s/application/a03A200000GIMCO'. Below this, there is a section titled '[Message from instructor]' with the text 'If you have any specific requests, please let me know after class.' and 'This email is an automated communication. You will not be able to reply to this email. If you wish to contact or consult with your course instructor,please use the contact method specified in the class (campus email, manaba+R, etc.).' At the bottom, there is a section titled '[Contact]' with the text '[Contact Information] OIC Office of Student Affairs Disability Resource Center'. Two blue callout boxes provide additional information: one points to the URL and says 'Students can view the details of the accommodation statement acceptance notification on the screen from this URL.', and the other points to the '[Message from instructor]' section and says 'Any comments from the instructor will be reflected in the "Messages from instructor" section.'

4. Points to note regarding the new system

In the new system, accommodation requests are distributed in accordance with course schedules. Therefore, if you are teaching multiple classes per week, you will receive duplicate accommodation requests from the same students. (For example, if you are teaching courses during the second and third periods on Mondays, you will receive two request documents, one for the second period and one for the third period on Mondays).

Additionally, due to the specifications mentioned earlier, you may receive duplicate accommodation requests from students enrolled in multiple courses that you teach. (For example, if a student is taking both subject A and subject B taught by you, you will receive two request documents, one for subject A and one for subject B.)

We apologize for the inconvenience, but we request that you confirm and complete your response in all accommodation requests accordingly.