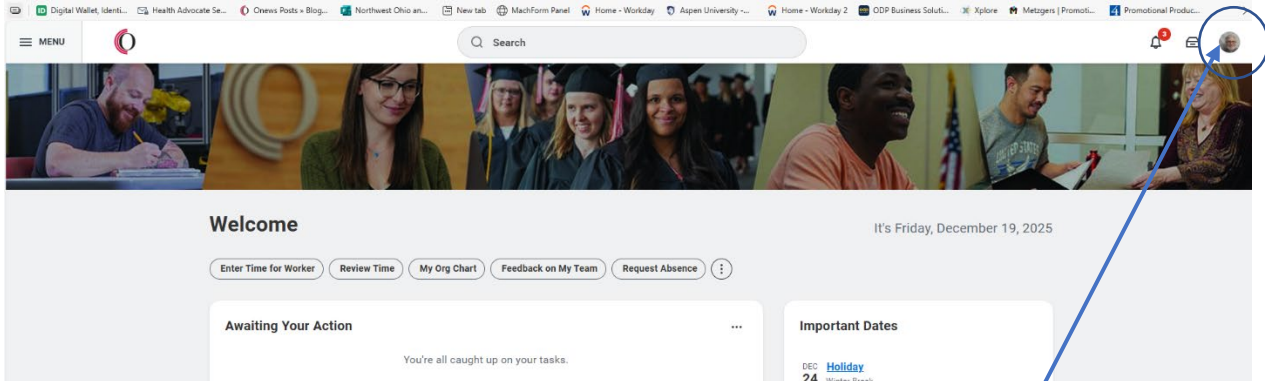


How to find your LOA – Letter of Accommodation on your Workday Profile

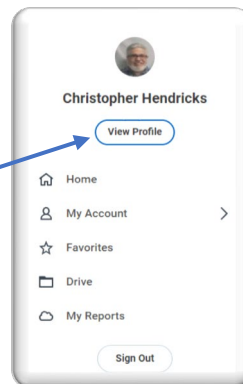
1. Log-on to Workday:
Click here to log on:



2. When you first log-in to Workday page you will be on the main page:

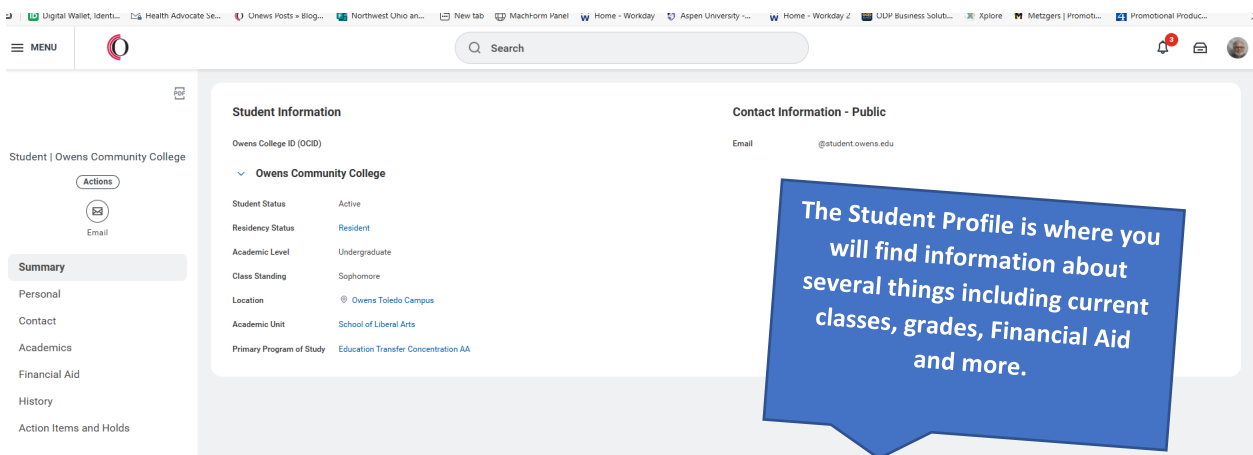


3. Click on the picture in the top right corner (your actual picture may be there)



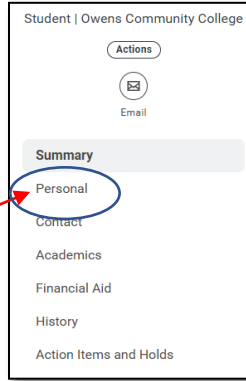
4. On the drop-down box select **View Profile**

5. Your **Student Profile** page will open:



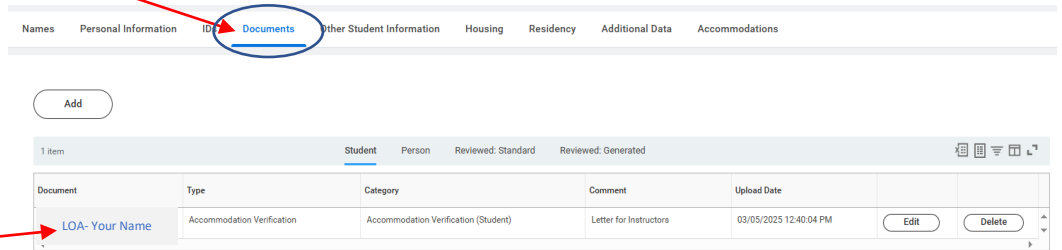
- The Student Profile is also where you will find your Disability Resource information including your Accommodations and your Letter of Accommodation to provide to your instructors:

Click on Personal on the menu under your name on the left side of the page:



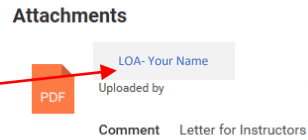
- Choose Documents from the menu on the top of the page that opens under Personal.

Your DRC Documentation will be located including your Letter of Accommodation to send to your instructors:



Click on LOA – Your Name under documents:

The View Student Document screen will open. Your LOA – Letter of Accommodation will be located under Attachments:



Click on [LOA- Your Name](#) to open your Letter of Accommodation:

A screenshot of a PDF document titled 'Owens Community College Disability Resource Center Approved Accommodations'. The document contains student information fields (OCID, Student Name, Address, Phone, E-mail), contact information for the Disability Resource Center, and a section for 'Disability Resource Center Approved Accommodations'. A blue starburst graphic with the text 'Click download or print to provide to your instructors' is overlaid on the right side. A red arrow points from the starburst to the download and print icons in the top right corner of the PDF viewer.