- 1. Login to <u>AU Access</u>
- 2. Click on AIM Faculty Portal under Faculty/Advisors Tab

AUBURN		Faculty/Advisors					
UNIVERSITY	Self Service	9 Banner9 Admin	Canvas	A A A Class List			
	Class Information	Curr	iculum Management				
Faculty/Advisors	Class Roster Detailed	AU Bulletin (Live)					
	Class Roster Summary	Next Bulletin (Next)					
	Class Rosters via Class List 👩	Curriculum Management Website					
	Wait List Detailed	ait List Detailed Curriculum Inventory Management System - Programs					
	Wait List Summary	ait List Summary Curriculum Inventory Management System - Courses					
	AU eValuate	Schedule of Courses 🤨					
	AU eValuate (Pharmacy)	Search for Courses 🟮					
		Restricted Roster Access					
	Academic Accommodations & Accessibility - Faculty	Class List Instructions					
	Accommodations for Faculty	Faculty Policies					
	AIM Faculty Portal	Faculty Handbook					
	Faculty Grading	Student Handbook					
	How to Submit Grades	Advisor Tools					
	Faculty Grade Entry	View/Drint Ctudent Co	hadulaa				

3. Agree to the Confidentiality Statement

Ø	AUBURN Office of the Provost Accessibility							
My Dashboard	Unified Blogs	Staff Access	Website Control	Testing Center	Proctor	Housing		
Home » Instructo	Home » Instructor Homepage » Instructor Authentication Page							
		INSTRUCTO	OR AUTHENTIC	CATION PAGE				
	Username: studdis							
¥ Home REMINDERS								
> OA's Main Website		WELCOME TO AIM (Accessible Information Management)						
Please read the following prior to completing the form:								
Logout		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.						
Once you finish with your session, please do not forget to Log Out		FERPA (Confidentiality Statement)						
and Close Y	our Browser. Out	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.							
	REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION						YOU ARE FINISHED ACCESSING THIS	
		Continue to V	iew Student Accommod	ations				

4. Click on Add Instructor

My Dashboard	Unified Blogs	Staff Access	Website Control	Testing Center	Proctor	Housing				
Home » Instructo	Home » Instructor Homepage » Overview									
		OVERVIEW						Accommodation Requests	Search Students' Eligibilities	Add Instructor
∀ Views and To	ols	*Below you will see any student that has submitted an accommodation for your course(s).								
> Overview		*It continues to be the responsibility of the STUDENT to contact you for a meeting to discuss the implementation of their accommodations.								
> Course Syllabu	S	*Click on VIEW next to each student request to see their specific accommodation(s).								
> Alternative Tes	Alternative Testing *The Submit Acknowledgement button allows you to confirm you have met with and discussed the student's accommodation needs.									
	ites	Previous Term				Term	Spring 2023			Next Term
 February 01 15th Class Day March 06 SPRING BREAK 	- NO CLASS	Click to	Expand Advanced Se	arch Panel				Sort Result:	Last Requested (Newest First)	Sort

5. Fill out Class and Instructor Information

ADD INSTRUCTOR	
Personal Information	
Class *:	Select One \$
Type *:	Select One \$
Instructor Name *:	
Email Address *:	
	Note: Please enter a valid school email address (not personal email address).
	Add Instructor Back to List

ADD INSTRUCTOR	
Personal Information	
Class *:	[Spring 2023] - FAKE 1000.001 - Introduction to AIM \$
——————————————————————————————————————	Add Additional Instructor to the Course 🗘
Instructor Name *:	Professor AIM
Email Address *:	professor@auburn.edu
	Note: Please enter a valid school email address (not personal email address).
	Add Instructor Back to List

6. Click Add Instructor

ADD INSTRUCTOR	
Personal Information	
Class *:	[Spring 2023] - FAKE 1000.001 - Introduction to AIM \$
Type *:	Add Additional Instructor to the Course 🗧 🗧
Instructor Name *:	Professor AIM
Email Address *:	professor@auburn.edu
	Note. Prease enter a valid school entain address (not personal entail address).
	Add Instructor Back to List

7. After completing the form, OA will approve your request. **Please allow up to 24 hours for system to update.**