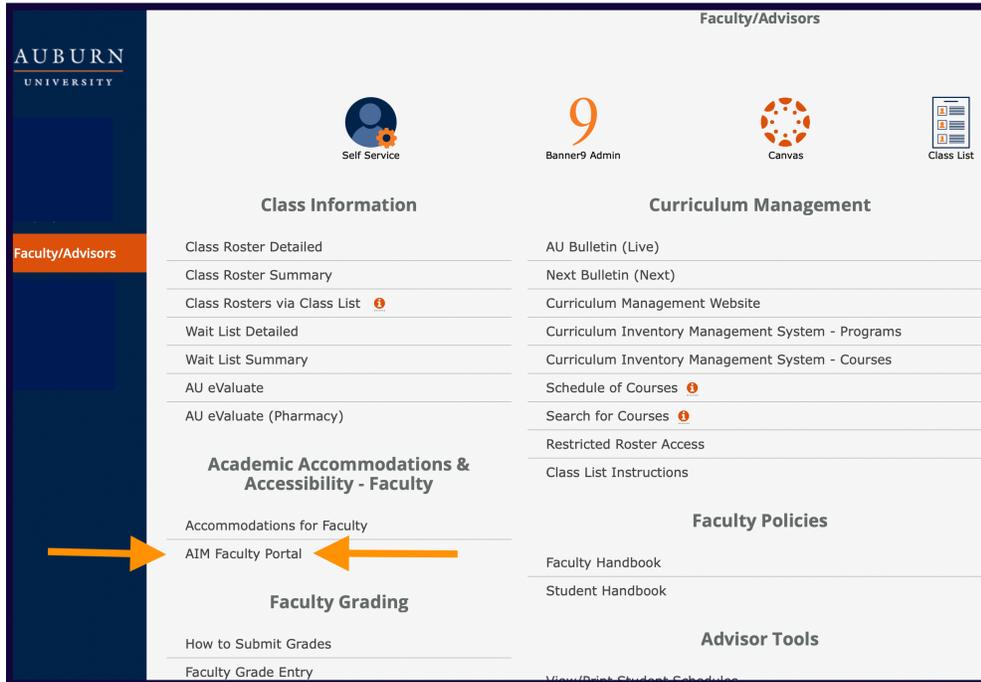


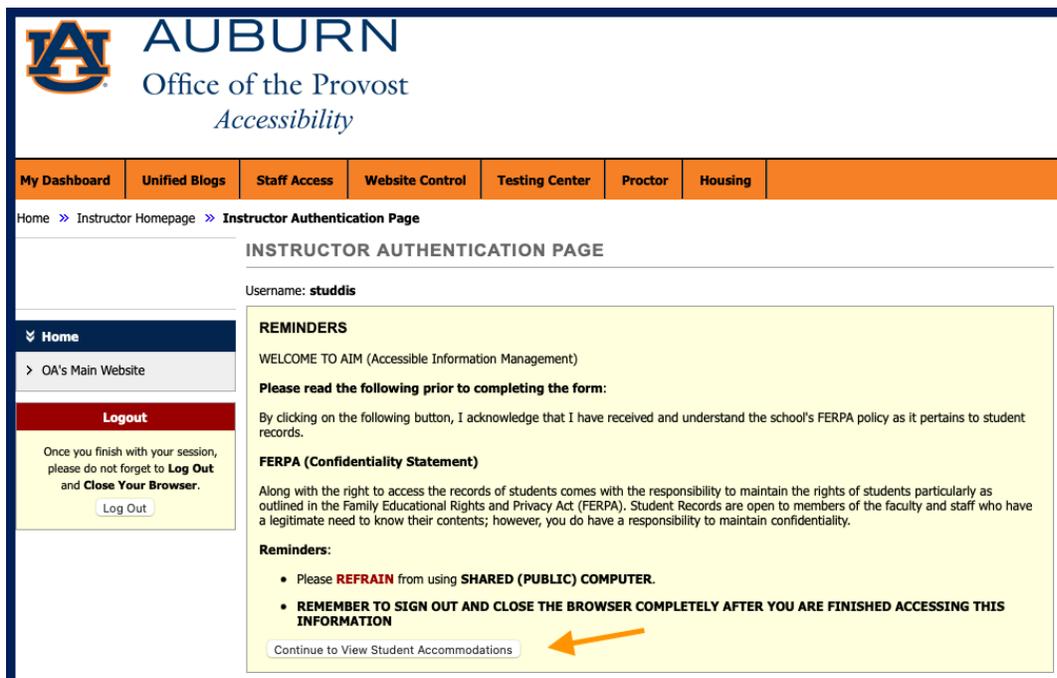
How to Add Instructor to Course

1. Login to [AU Access](#)

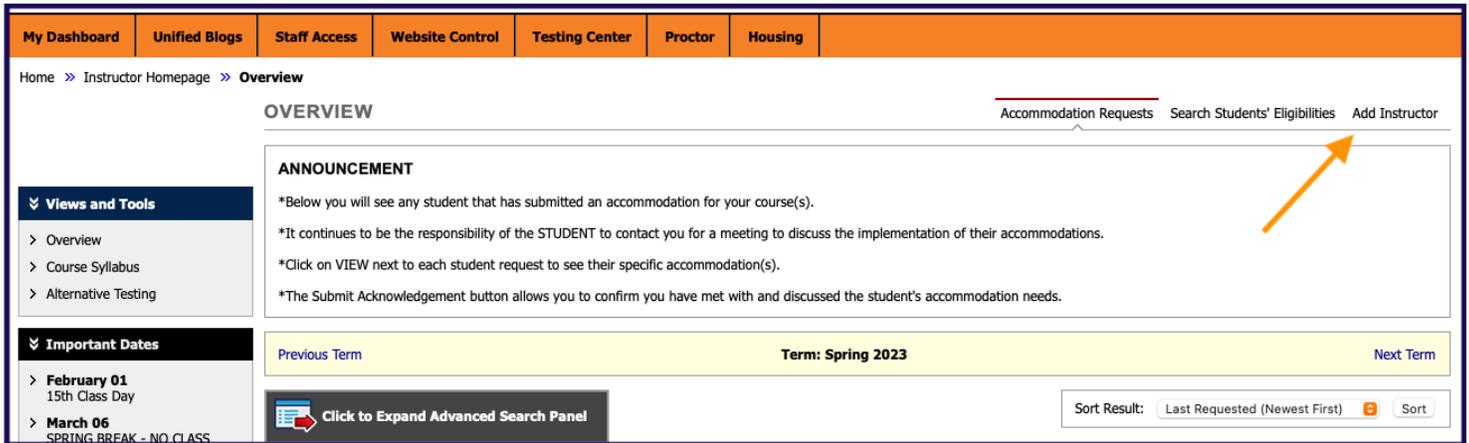
2. Click on AIM Faculty Portal under Faculty/Advisors Tab



3. Agree to the Confidentiality Statement

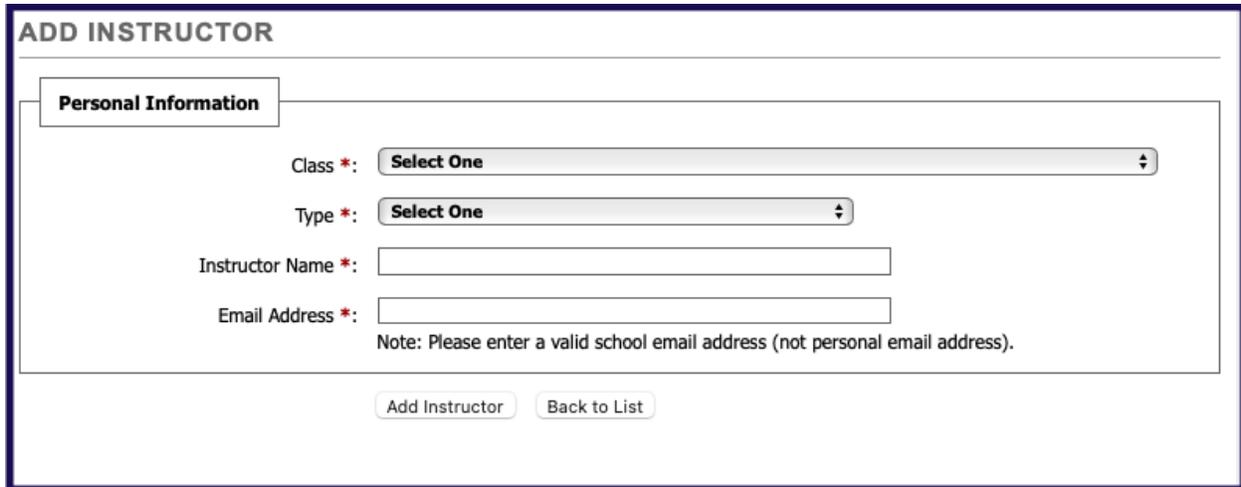


4. Click on Add Instructor



The screenshot shows the 'Overview' page of a system. At the top, there is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, Testing Center, Proctor, and Housing. Below this, the breadcrumb trail reads 'Home > Instructor Homepage > Overview'. The main heading is 'OVERVIEW'. On the right side, there are three links: 'Accommodation Requests', 'Search Students' Eligibilities', and 'Add Instructor'. An orange arrow points to the 'Add Instructor' link. On the left, there are two sidebar sections: 'Views and Tools' with links for Overview, Course Syllabus, and Alternative Testing; and 'Important Dates' with dates for February 01 (15th Class Day) and March 06 (SPRING BREAK - NO CLASS). The main content area has an 'ANNOUNCEMENT' section with three bullet points. Below the announcement is a yellow bar for 'Term: Spring 2023' with 'Previous Term' and 'Next Term' links. At the bottom, there is a 'Click to Expand Advanced Search Panel' button and a 'Sort Result:' dropdown menu set to 'Last Requested (Newest First)' with a 'Sort' button.

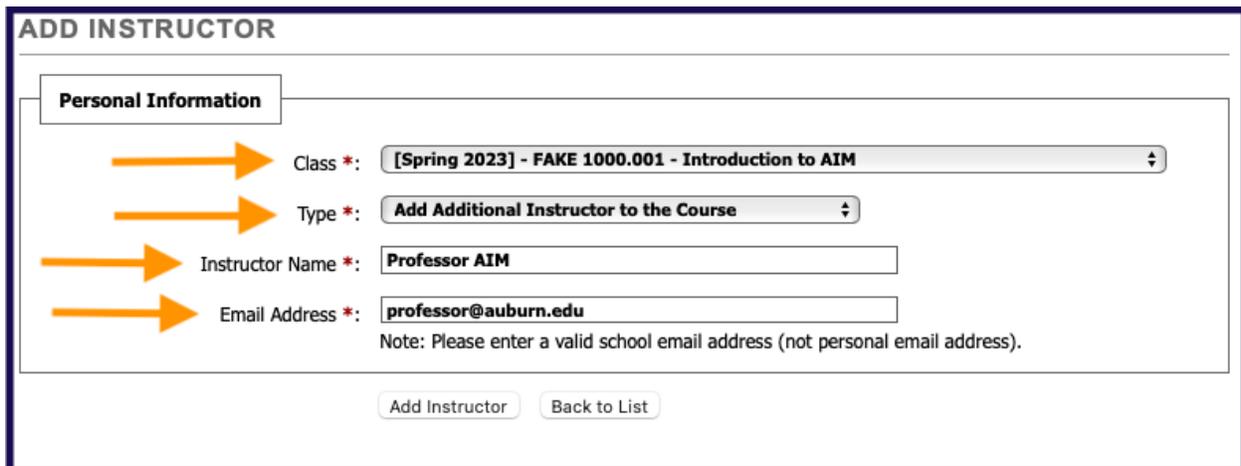
5. Fill out Class and Instructor Information



The screenshot shows the 'ADD INSTRUCTOR' form. The title 'ADD INSTRUCTOR' is at the top left. Below it is a section titled 'Personal Information'. The form contains the following fields:

- Class ***: A dropdown menu with 'Select One' selected.
- Type ***: A dropdown menu with 'Select One' selected.
- Instructor Name ***: An empty text input field.
- Email Address ***: An empty text input field.

Below the fields is a note: 'Note: Please enter a valid school email address (not personal email address)'. At the bottom of the form are two buttons: 'Add Instructor' and 'Back to List'.



The screenshot shows the 'ADD INSTRUCTOR' form with the fields filled out. Orange arrows point to each field:

- 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'

The note and buttons at the bottom are the same as in the previous screenshot.

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: Please enter a valid school email address (not personal email address).



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