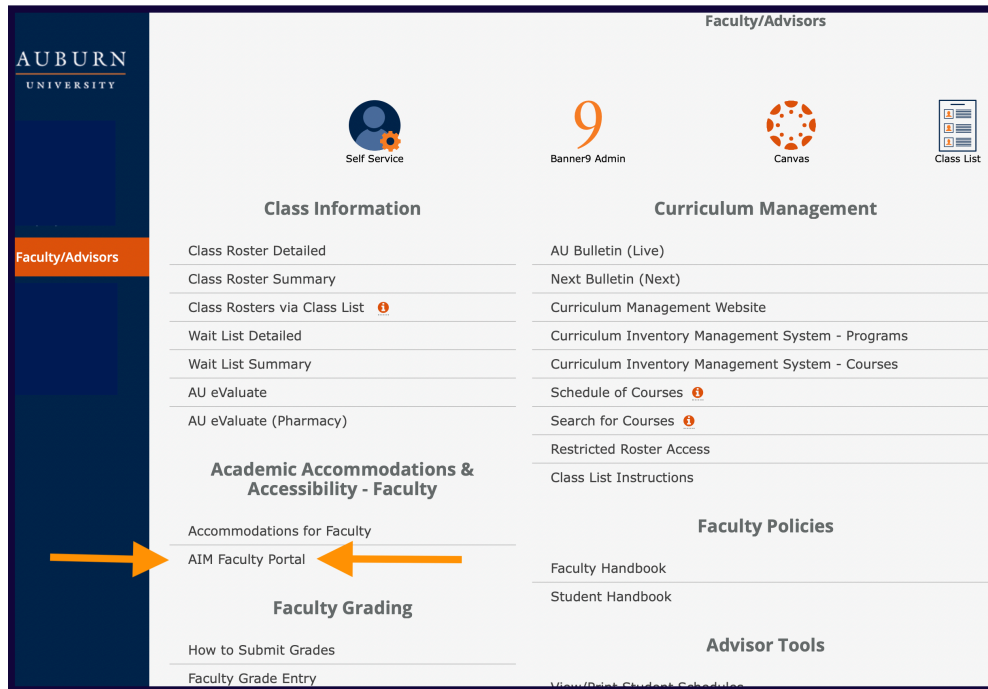


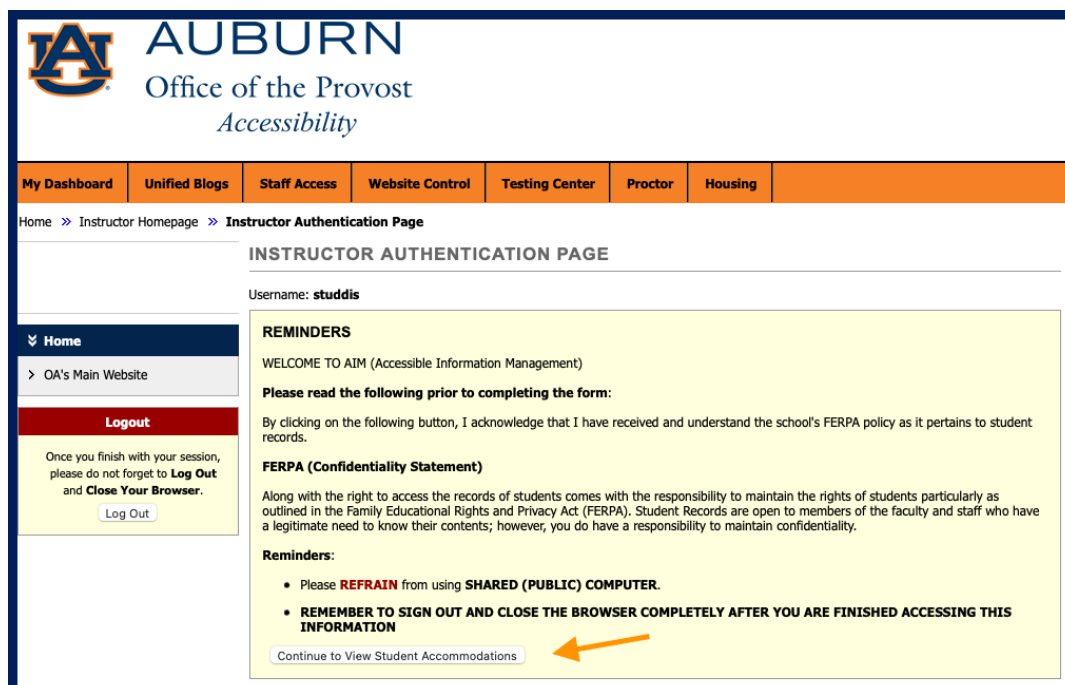
How to Add Instructor to Course

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

My Dashboard

Unified Blogs

Staff Access

Website Control

Testing Center

Proctor

Housing

Home > Instructor Homepage > Overview

OVERVIEW

Accommodation Requests

Search Students' Eligibilities

Add Instructor

Views and Tools

Overview

Course Syllabus

Alternative Testing

Important Dates

February 01
15th Class Day

March 06
SPRING BREAK - NO CLASS

ANNOUNCEMENT

*Below you will see any student that has submitted an accommodation for your course(s).

*It continues to be the responsibility of the STUDENT to contact you for a meeting to discuss the implementation of their accommodations.

*Click on VIEW next to each student request to see their specific accommodation(s).

*The Submit Acknowledgement button allows you to confirm you have met with and discussed the student's accommodation needs.

Previous Term

Term: Spring 2023

Next Term

Click to Expand Advanced Search 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

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).

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