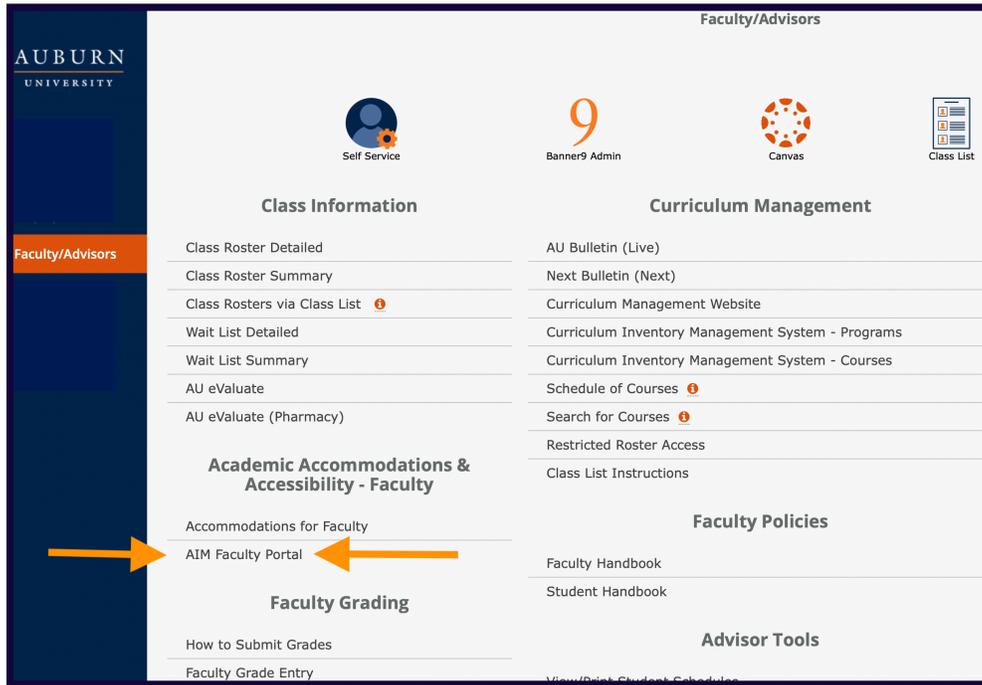


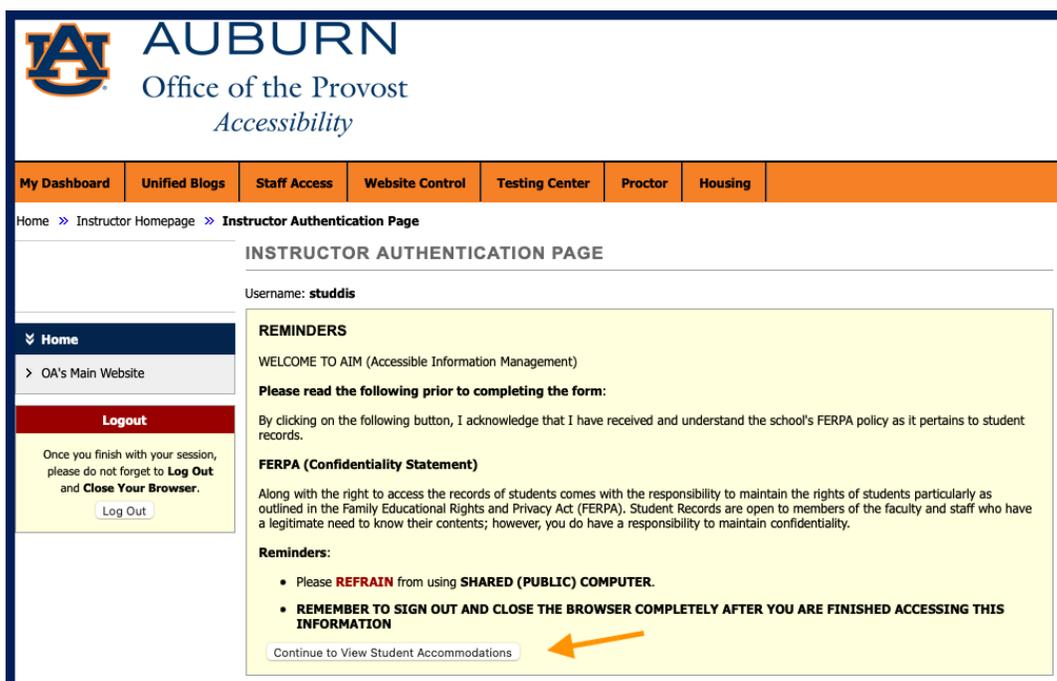
How to Review Accommodation Requests and Verify Meetings

1. Login to [AU Access](#)

2. Click on [AIM Faculty Portal](#) under Academic Accommodations & Accessibility .



3. Agree to the Confidentiality Statement.



4. A student list will be at the bottom of the page. Click **VIEW** next to the student's name.

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION											
Legend:											
• ATS: Alternative Testing				• ETX: Alternative Formats							
• DEAF: Deaf and Hard of Hearing				• NOTE: Notetaking Services							
Export Search Result To CSV (Comma-Separated Values) File											
Export Student Lists		For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests Courses with Eligibility									
View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	NOTE	ETX	DEAF	Request Date	Status
View	X0005	TEST	1000	1	Aubie Tiger	Yes				01/09/2022	Emailed
View	X0003	TEST	300	1	Aubie Tiger	Yes				01/09/2022	Emailed
View	X0002	TEST	200	1	Aubie Tiger	Yes				01/09/2022	Emailed
View	X0001	TEST	100	1	Beyonce Knowles-Carter	Yes		Yes		01/09/2022	Emailed
View	X0001	TEST	100	1	Elaine Benes	Yes		Yes		01/09/2022	Emailed
View	X0001	TEST	100	1	Ron Burgundy		Yes		Yes	01/09/2022	Emailed
View	X0001	TEST	100	1	Aubie Tiger	Yes				01/09/2022	Emailed

5. The next page will show the student's list of accommodations with descriptions.

Specific accommodations the student is eligible to receive:
<p>1. Alternative Testing</p> <ul style="list-style-type: none"> • Extra Time 1.50x Student needs time and a half on exams, quizzes, and tests. • Reduced Distraction Testing Environment This student will need a reduced distraction testing environment, if requested. <p>2. Classroom Accommodations</p> <ul style="list-style-type: none"> • Copies of Lecture Materials Provide student with copies of materials used in class (i.e. projected notes, powerpoints). Visit our Copies of Material webpage for more information regarding this accommodation. • Record Lectures (Audio) Student will be using technology to assist with note taking. This technology may include digital recording devices or more sophisticated means of capturing the lectures (i.e. LiveScribe, iPads, OneNote, etc.). Student may need to sit close to instructor for optimal recording.

6. If you have not communicated with the student, Click on [Return to Previous Page](#). This will indicate that you have **READ** the Faculty Notification Letter.

[Return to Previous Page](#)

7. Once you have communicated (email, phone, in-person meeting, etc.) with the student about their accommodations, you can acknowledge it by clicking the [Submit Acknowledgement](#) button.

ACCOMMODATION REQUEST ACKNOWLEDGEMENT

This Instructor Acknowledgement serves as a confirmation that you have received the student's request AND communicated with the student about their accommodation needs.

[Submit Acknowledgement Electronically](#)



8. You will receive an email for your records, and the student status will be marked **Confirmed**.

View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	NOTE	ETX	DEAF	Request Date	Status
View	X0005	TEST	1000	1	Aubie Tiger	Yes				01/09/2022	Emailed
View	X0003	TEST	300	1	Aubie Tiger	Yes				01/09/2022	Confirmed
View	X0002	TEST	200	1	Aubie Tiger	Yes				01/09/2022	Read

NOTE: If you would like to document your communication with OA, you can respond to the email from accessibility@auburn.edu. The email will be added to the student's file, and you will have a copy in your sent folder.