Add Instructor to Course

1. Log into new AU Access.

2. Click on **AIM Faculty Portal** under the Academic Accessibility header.

3. Agree to **Access Policy**.

4. Click **Add Instructor** under the Home Menu on the lefthand side.
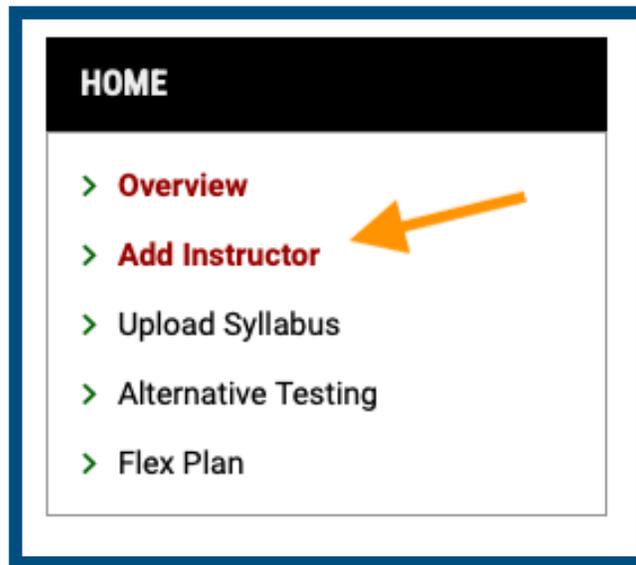
5. This will open up the **Personal Information** Form.
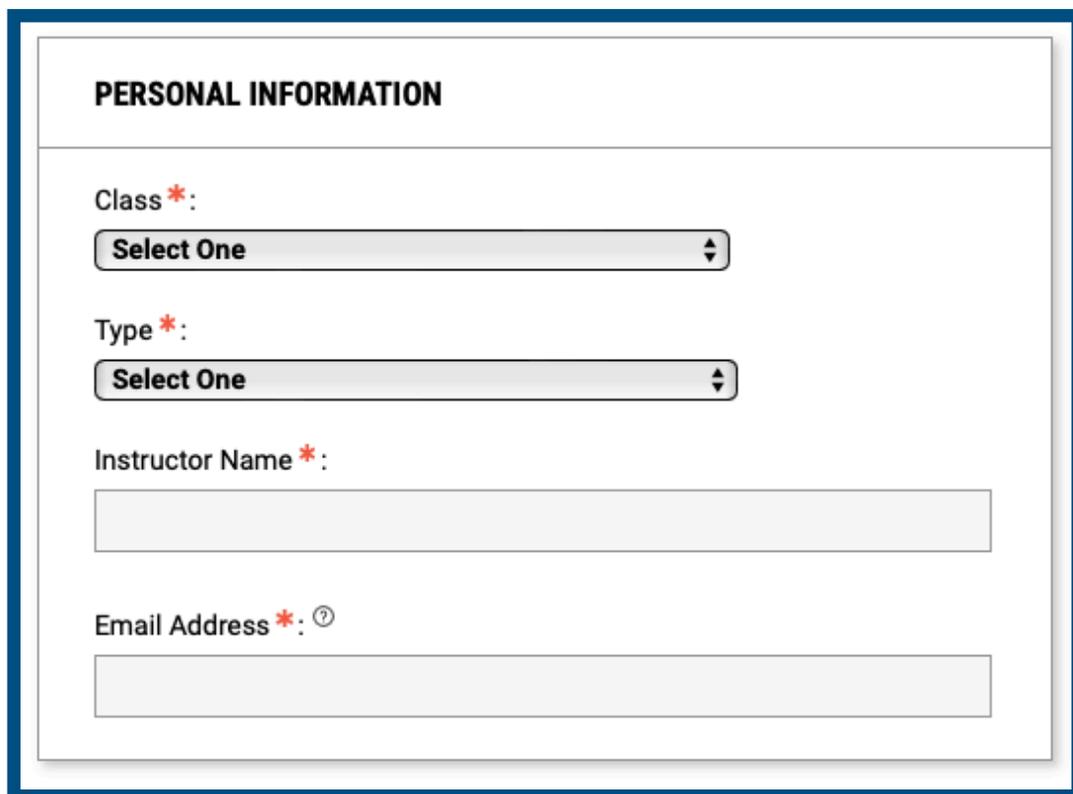
6. Choose the **Class** you wish to add the instructor.

PERSONAL INFORMATION

Class *:

✓ Select One
    [2024 - Fall] – FAKE 1000.001 – Intro to AIM
    [2024 - Fall] – FAKE 2000.002 – AIM Theory
    [2024 - Fall] – FAKE 3000.003 – AIM Practicum

Instructor Name *:

Email Address *: ⊙

7. Select if you need to **Add Additional Instructor** OR if you need to **Replace** yourself with the new instructor.

PERSONAL INFORMATION

Class *:

[2024 - Fall] - FAKE 1000.001 - Intro to AIM ⬍

Type *:

✓ Select One
    Add Additional Instructor to the Course
    Replace All Instructors with the New Instructor

Email Address *: ⊙

8. Enter the **Instructor Name** and **AU Email Address**.
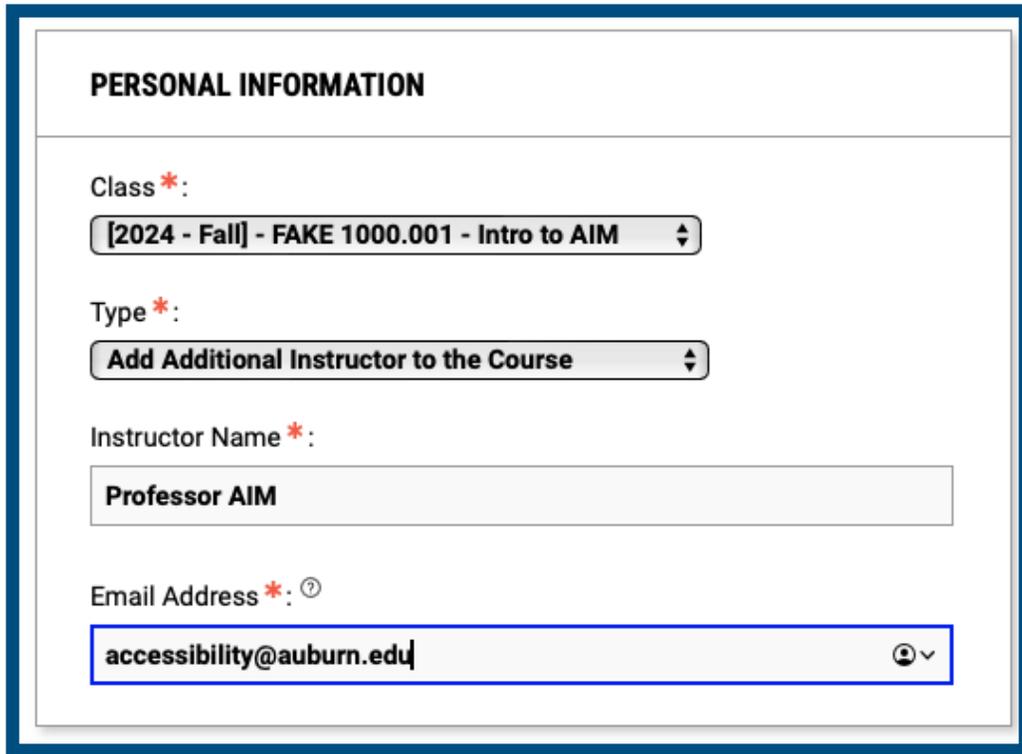
PERSONAL INFORMATION

Class *:

[2024 - Fall] - FAKE 1000.001 - Intro to AIM ⬍

Type *:

Add Additional Instructor to the Course ⬍

Instructor Name *:

Professor AIM

Email Address *: ⑦

accessibility@auburn.edu   ⊙⌄

9. Click **Add Instructor.**
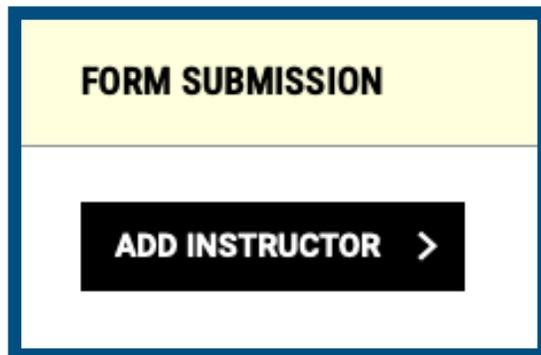
FORM SUBMISSION

ADD INSTRUCTOR >

10. You have now added a new instructor to your course. OA will verify the instructor's information and finalize the process. **Please allow up to 24 hours for the course to appear in the new instructor's AIM Faculty Portal.**