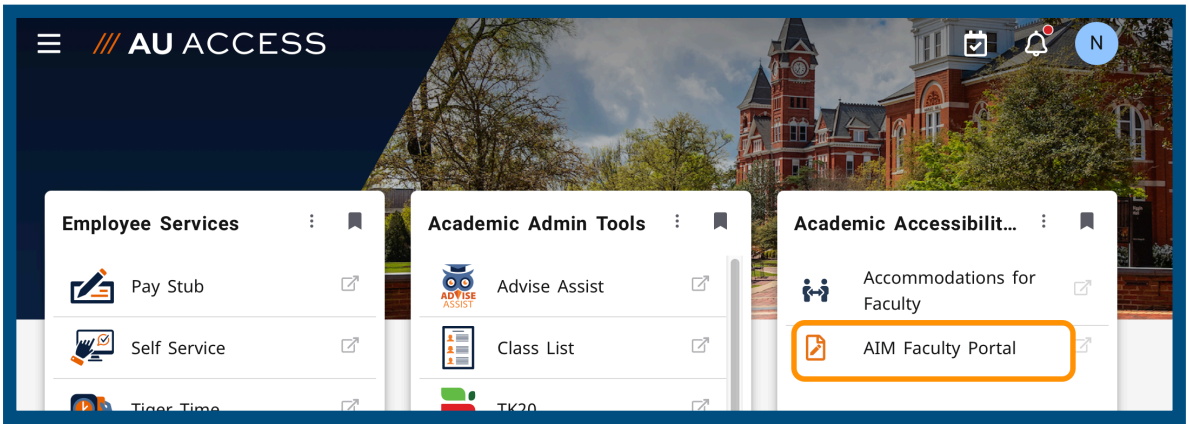
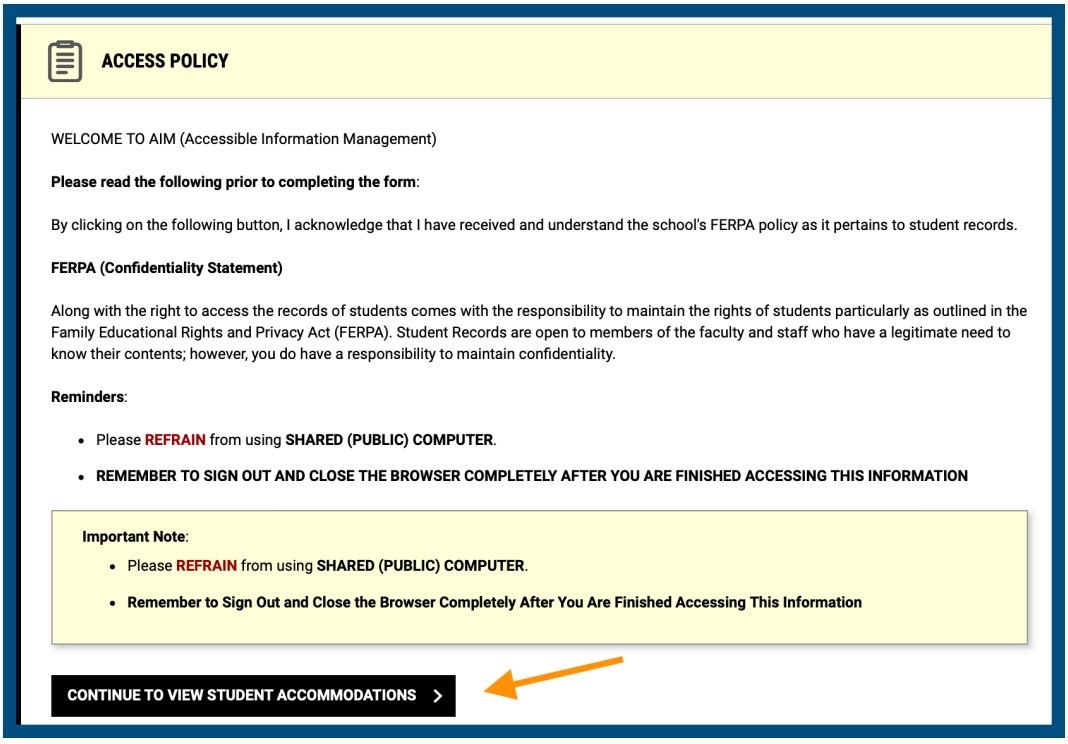
View Accommodation Requests
in
AIM Faculty Portal

1. Log into new AU Access.

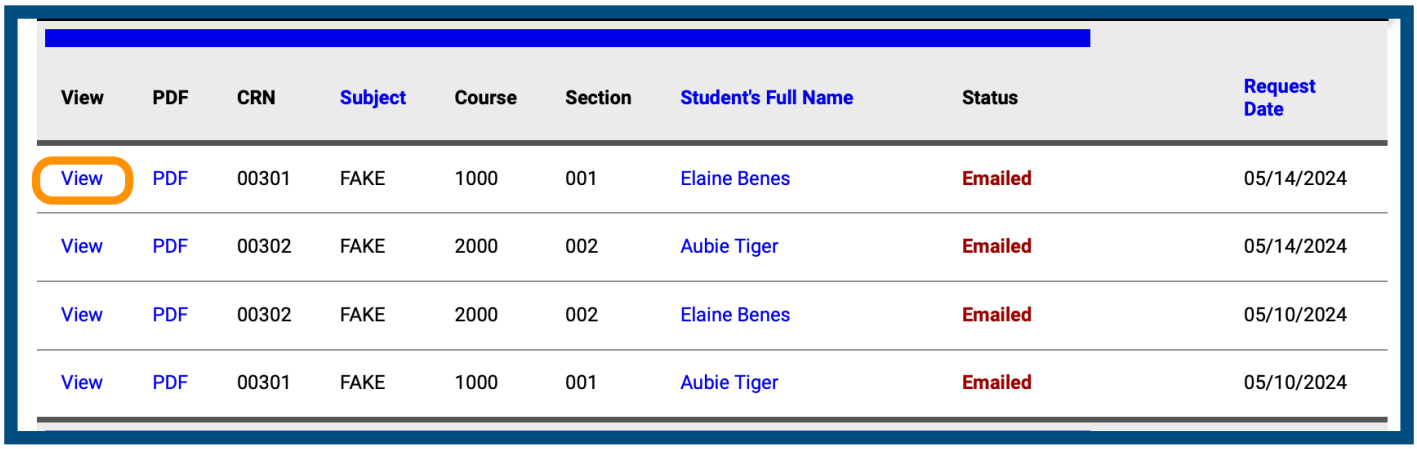
2. Click on **AIM Faculty Portal** under the Academic Accessibility header.



3. Agree to **Access Policy**.

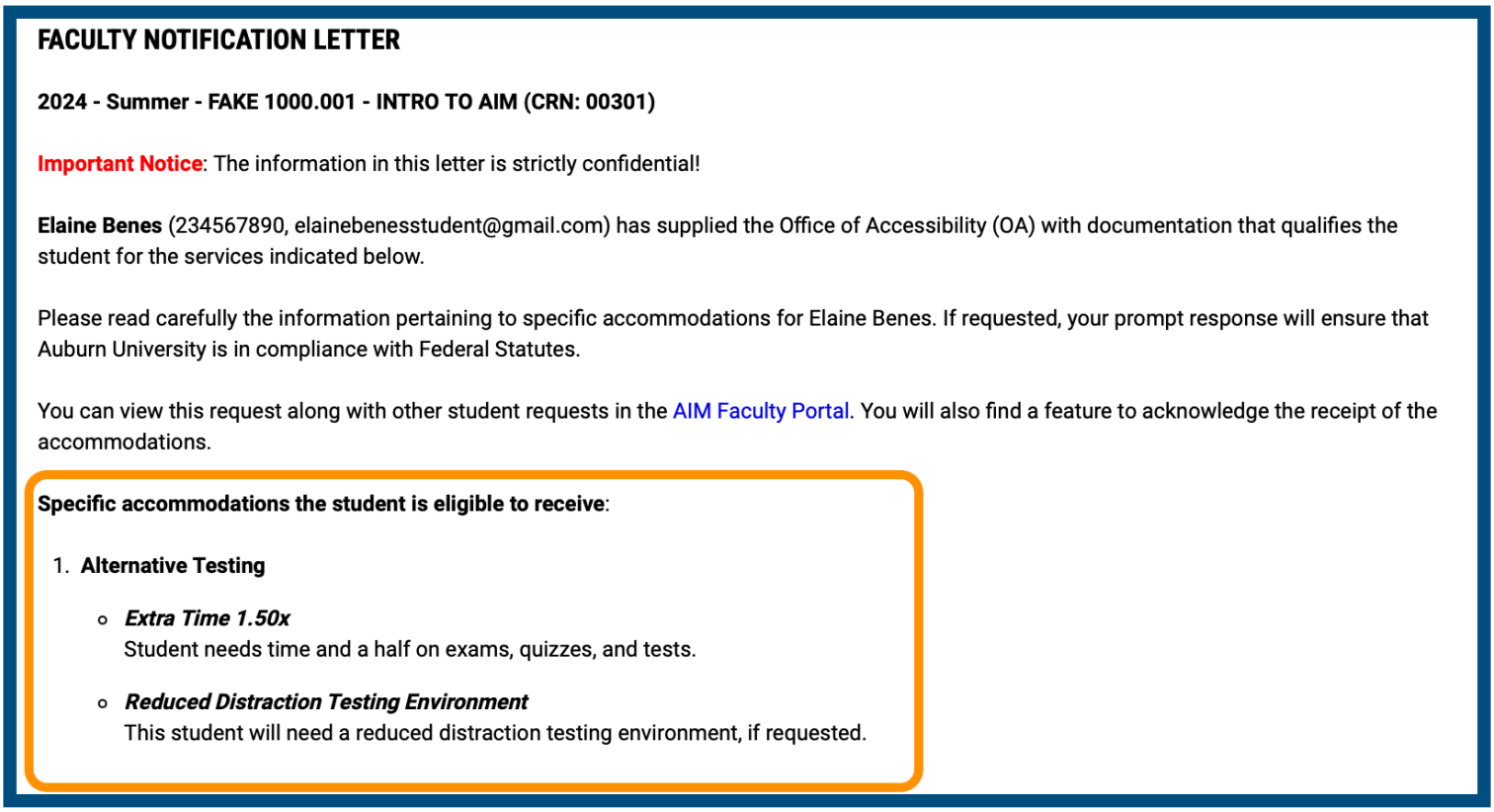


4. A student list will be at the bottom of the page. Click **VIEW** next to the student's name.



View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date
View	PDF	00301	FAKE	1000	001	Elaine Benes	Emailed	05/14/2024
View	PDF	00302	FAKE	2000	002	Aubie Tiger	Emailed	05/14/2024
View	PDF	00302	FAKE	2000	002	Elaine Benes	Emailed	05/10/2024
View	PDF	00301	FAKE	1000	001	Aubie Tiger	Emailed	05/10/2024

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



FACULTY NOTIFICATION LETTER

2024 - Summer - FAKE 1000.001 - INTRO TO AIM (CRN: 00301)

Important Notice: The information in this letter is strictly confidential!

Elaine Benes (234567890, elainebenesstudent@gmail.com) has supplied the Office of Accessibility (OA) with documentation that qualifies the student for the services indicated below.

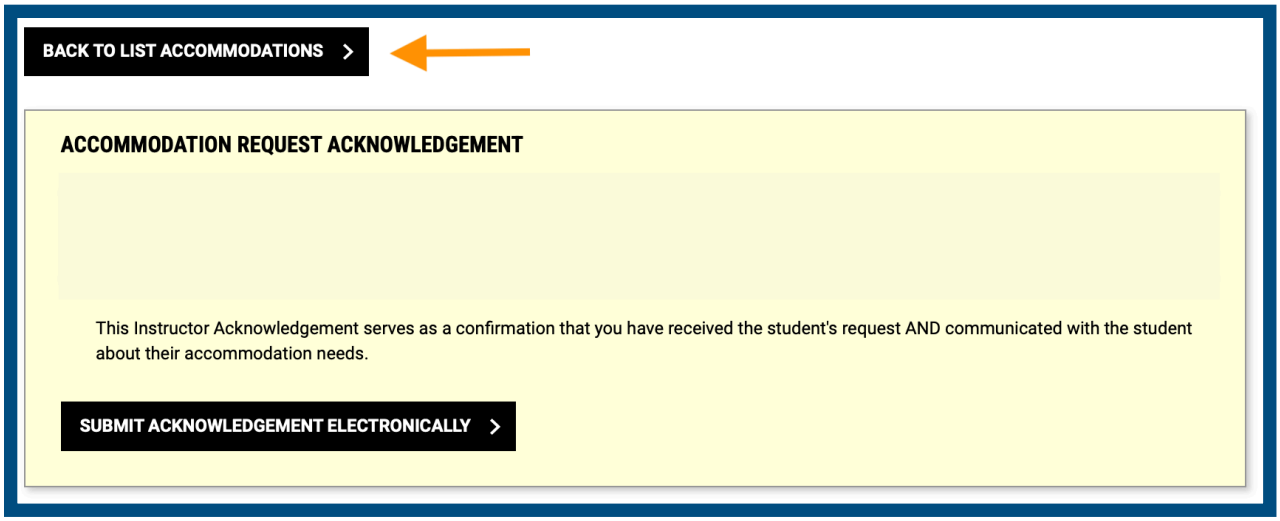
Please read carefully the information pertaining to specific accommodations for Elaine Benes. If requested, your prompt response will ensure that Auburn University is in compliance with Federal Statutes.

You can view this request along with other student requests in the AIM Faculty Portal. You will also find a feature to acknowledge the receipt of the accommodations.

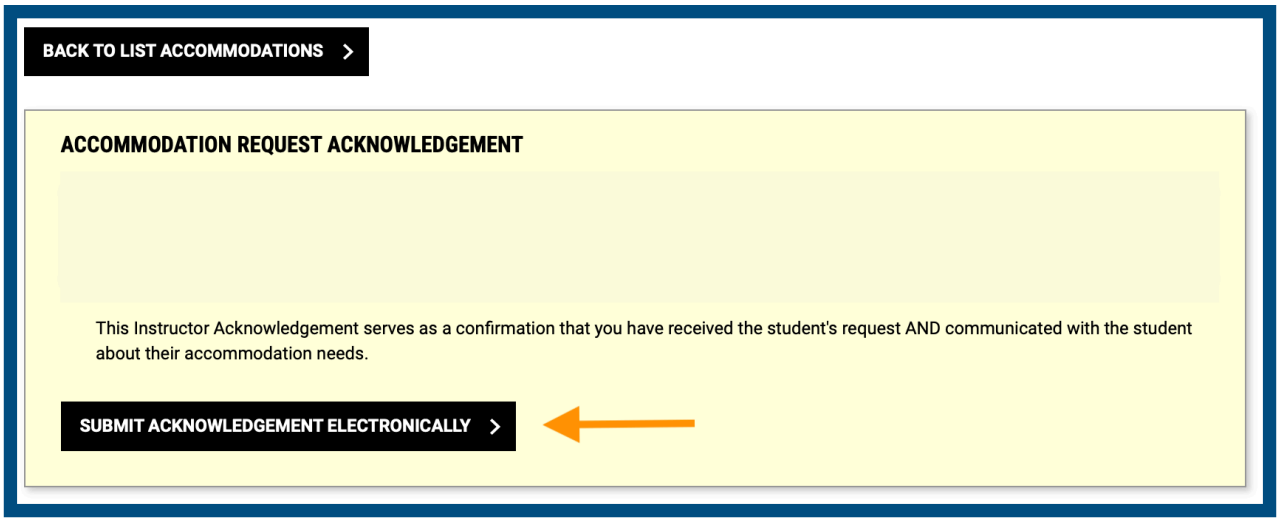
Specific accommodations the student is eligible to receive:

1. **Alternative Testing**
   - ***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.

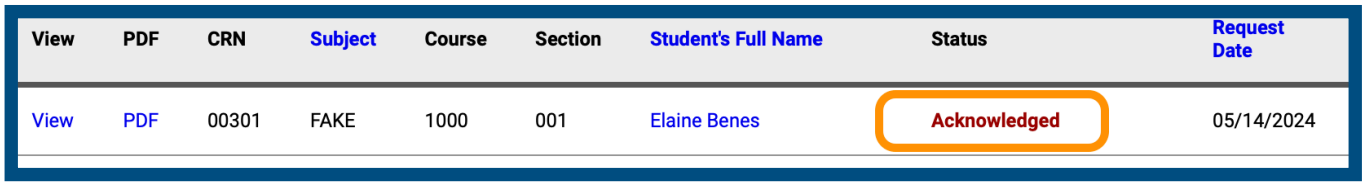
6. If you have not communicated with the student, click **Return to Previous Page**.



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 Electronically** button.



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



View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date
View	PDF	00301	FAKE	1000	001	Elaine Benes	Acknowledged	05/14/2024