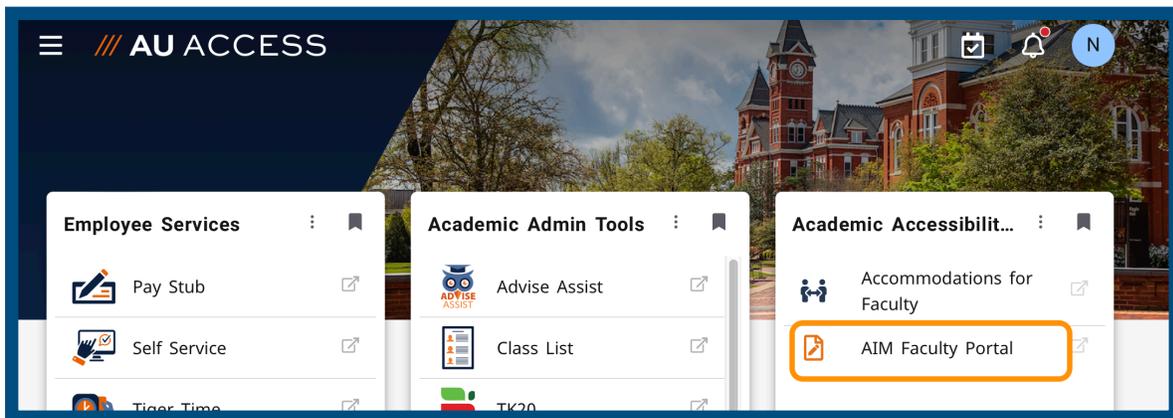


Add Instructor to Course

1. Log into new [AU Access](#).

Explore the new [AUAccess!](#)

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



3. Agree to **Access Policy**.

ACCESS POLICY

WELCOME TO AIM (Accessible Information Management)

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

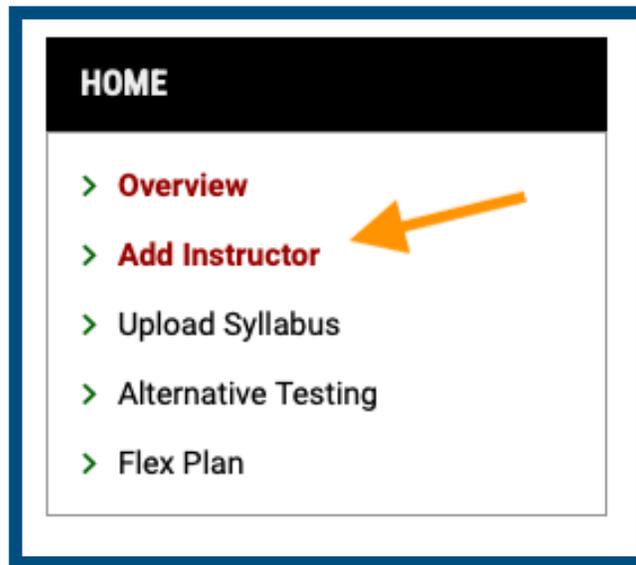
- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Important Note:

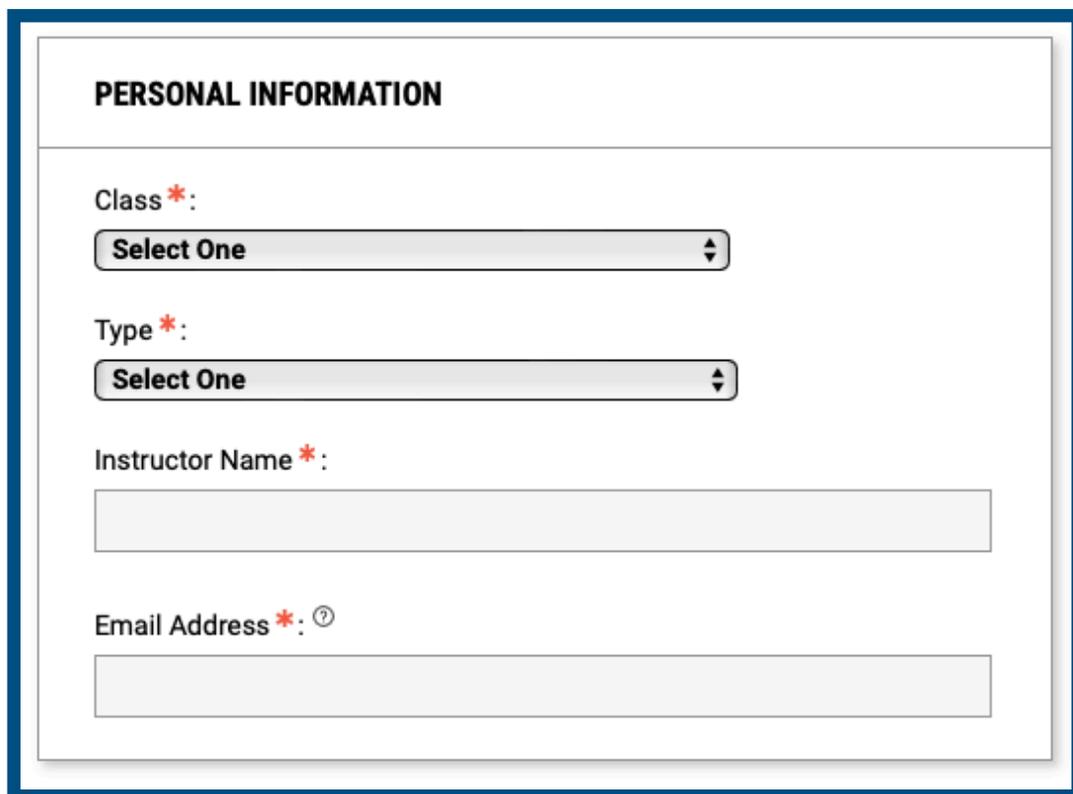
- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

4. Click **Add Instructor** under the Home Menu on the lefthand side.



5. This will open up the **Personal Information** Form.

A screenshot of a 'PERSONAL INFORMATION' form. The form has a title 'PERSONAL INFORMATION' in bold black text. Below the title, there are four fields: 'Class *:' with a dropdown menu showing 'Select One'; 'Type *:' with a dropdown menu showing 'Select One'; 'Instructor Name *:' with a text input field; and 'Email Address *:' with a text input field and a help icon (a circle with a question mark) to its right.

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 *:

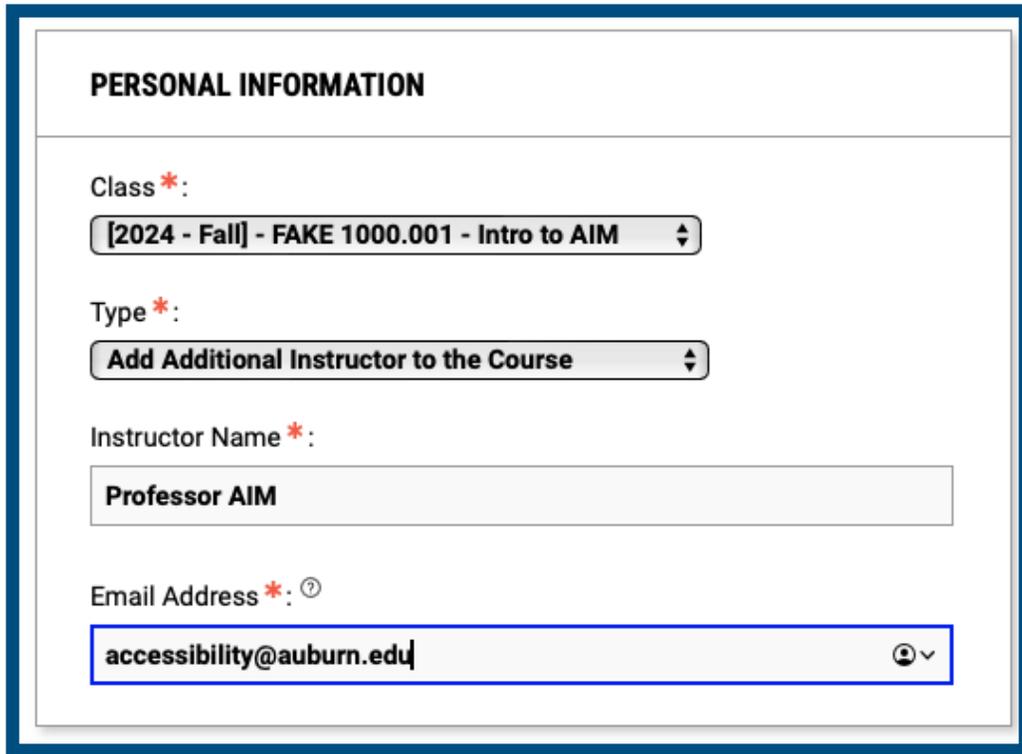
[2024 - Fall] - FAKE 1000.001 - Intro to AIM

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

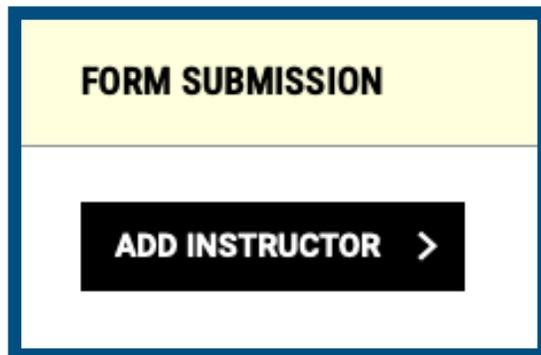
Class *:
[2024 - Fall] - FAKE 1000.001 - Intro to AIM

Type *:
Add Additional Instructor to the Course

Instructor Name *:
Professor AIM

Email Address *: ⓘ
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.**