

Chapter 4: AIM Faculty Portal

What is the AIM Faculty Portal?

- AIM is the system that the SAR Center uses to communicate accommodation-related information with faculty in a confidential manner.

How to Login to The Faculty Portal

- Go to <https://bachelor.accessiblelearning.com/UTA/instructor> and log in with your UTA Employee email and password.
 - If your login does not work, please contact the SAR Center for assistance.
- Video Instructions: <https://youtu.be/nshn1Gg6vag?si=wHcZNL31Q6PrNfFm>

Overview of AIM Faculty Portal

- Video Instructions: https://youtu.be/UZEBK8qgfis?si=bi_coh1EeDMjgTZw

Faculty Notification Letters (FNLs)

- How to access FNLs
 - When a student requests their accommodations and they are approved, the faculty of record will receive an email notification with the FNL to your employee email.
 - ♦ If you do not receive an email, check your junk/spam folder. If you still do not see it, it is possible that there was a technical difficulty in the FNL being sent. Check out the AIM Faculty Portal.
 - ♦ You can access all FNLs for your students through the AIM Faculty Portal. See the instructions above.
 - If you have followed the above steps and still do not see the FNL for your student, contact the SAR Center for assistance.
- Understanding FNLs
 - When you receive an FNL, please note that **not all accommodations listed may be applicable for your course**. If the accommodation is not applicable,

then you may disregard that particular accommodation. Examples may include but are not limited to:

- *Flexible attendance* is not applicable for an asynchronous course
- *Lab* accommodations are not applicable for a lecture course
- *Alternative testing* accommodations are not applicable for a course with no exams or quizzes