You will be asked to login with your WSU Username and Password. It will not work to bookmark the Faculty Portal Login Link. You CAN bookmark the page that is located on https://spokane.wsu.edu/studentaffairs/disability-resources/faculty-access/
This is what you should see once you’ve logged in:

![Login Page](image.png)

Every time you log in, you will be prompted with a FERPA reminder statement. Click on “Continue to View Student Accommodations.”
Once you have logged in, you will see an overview of the students who have requested accommodations in your course. The “view” links on the left of each student will provide you with a copy of the Faculty Notification Letter, which includes the accommodations for your course.

Click on Alternative Testing to create the Alternative Testing Agreement (ATA) for each course, make changes to the ATA, review scheduled exam times, and upload exams.
IMPORTANT: If you have no exams for your course OR if your exams do not need a proctor OR if you are proctoring your own exams, then select the course under “Proctoring Your Own Exam” and select the correct option to the right.
If you wish your exams to be proctored by the Student Affairs office, then select the appropriate type of ATA for your campus and exam structure, then click Continue to Specify ATA. (If you select the wrong exam type, use the back button to go back and select the correct option.) If you need assistance with this, please contact the Testing Center at spok.sserv.test@wsu.edu.

IMPORTANT NOTES WHILE COMPLETING THE ATA

- Instructor Phone Number: Do not enter your cell phone number in #5 unless it’s okay for students to have access to your cell phone number. If you want the proctor to be able to contact you with questions during the exam, enter your cell phone # in the area under “Additional Information” near the bottom of the form. See above. This is a required field, but if students are not permitted to ask questions or you
will not be available via phone during exams, please enter 10 “1”s. This field is kept confidential and students do not have access to this information.

- **Multiple Sections:** If your testing instructions are applicable to both Spokane and Yakima sections, you may request in the Additional Note section directly under the Instructor Phone Number that we should copy the ATA to the other section(s) of your course.

You will receive email confirmation of the information you submitted once you have filled out the Agreement. If you need to make changes, you can use the Faculty Portal to submit changes or corrections. In the box where you are making the change, please type “Update” before the updated information, so we can identify what change you’ve made.

Login for the Faculty Portal can be found in the initial email notification (Top Red box) or by navigating to the Spokane Disability Resources website. [https://spokane.wsu.edu/studentaffairs/disability-resources/faculty-access/](https://spokane.wsu.edu/studentaffairs/disability-resources/faculty-access/).

If you would like to upload documents to be available students, i.e., formula sheets, please see instructions on the following pages.
To Submit Tests or Additional Testing Materials for Students:

Once you have completed your Alternative Testing Agreement, students may schedule their exams with the Testing Center in MyAccess. You’ll be able to see those students on the Alternative Testing page at the bottom of the page under List Alternative Testing Agreements.
Click on Upload Exam to upload any formula sheets or other materials that you’d like to have students to have available during the exam. Select the file to be upload. Add any notes you’d like, i.e., print on yellow paper, and check whether you want this same document to be available to every student in your course with testing accommodations. Then click “Upload Exam.”