

WSU Spokane Faculty MyAccess Instructions for Completing the Alternative Testing Agreement

<https://spokane.wsu.edu/studentaffairs/disability-resources/faculty-access/>

MyAccess Portal: Disability Resources Transitions to a New Accommodation Management System

Overview: The WSU Pullman Access Center transitioned to a new online accommodation management system (AIM; **MyAccess**) a year ago. WSU Spokane is making that transition in Fall 2017. All notification of student accommodations and all testing procedures will now be handled through this new system. Students will request accommodations online and instructors will submit proctoring instruction forms and exams online.

Faculty Notification of Student Accommodations: Once a student has requested accommodations through AIM (MyAccess), a **Faculty Notification Letter (FNL)** will be generated and sent **via email** to each course instructor which outlines specific accommodations that are reasonable and appropriate for that student in that course. **Faculty Notification Letters will be sent out starting the week of August 15. NOTE:** Since these emails are generated by AIM, they may initially go to your spam folder. Please double-check, especially if your student must remind you to complete the testing form (see below).

Faculty Role with regard to Testing Accommodations: Instructors play an active role with students receiving testing accommodations. Before your students can actually register (through **MyAccess**) to take their exams at the Access Center, **instructors must first complete and submit an Alternative Testing Agreement form (i.e. a proctoring instruction form) through AIM. The link to this form is located inside a red box within each Faculty Notification Letter (FNL).**

Faculty Portal login

Thank you for your support and cooperation as we move to this online system. Please contact the Liz West with any questions (liz.west@wsu.edu; 509-358-7534).

QUICK LINKS

- MyAccess Tutorials
- New Student Application
- Student MyAccess Portal
- Faculty MyAccess Portal
- Documentation Guidelines

CONTACT US

Liz West
Associate Director, Student Affairs
509-358-7534
liz.west@wsu.edu
Academic Center 130

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:

Access Center
WASHINGTON STATE UNIVERSITY

My Dashboard | Unified Blogs | Staff Access | Website Control

Home >> Instructor Homepage >> Instructor Authentication Page

INSTRUCTOR AUTHENTICATION PAGE

Login As Feature

Return to Staff

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

REMINDERS

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**

Continue to View Student Accommodations

NEED HELP?

Access Tutorials
Contact Our Office
Read Disclaimer

ACCESS CENTER

Washington State University
1125 SE Washington St
Pullman, WA 99164

Website: <http://www.accesscenter.wsu.edu>
Email Us: access.center@wsu.edu

Phone: (509) 335 - 3417
Fax: (509) 335 - 8511

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Every time you log in, you will be prompted with a FERPA reminder statement. Click on "Continue to View Student Accommodations."



My Dashboard Unified Blogs Staff Access Website Control

Home >> Instructor Homepage >> Overview

OVERVIEW Accommodation Requests Search Students' Eligibilities

Previous Term Term: Spring 2017 Next Term

Click to Expand Advanced Search Panel Sort Result: **Course Information** Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- **ATS:** Alternative Testing
- **ETX:** Alternative Formats
- **DHO:** Deaf and Hard of Hearing
- **NTK:** Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	NTK	ETX	DHO	Status
View	2235	BIOLOGY	102	01						Emailed
View	2235	BIOLOGY	102	01		Yes	Yes			Emailed
View	2235	BIOLOGY	102	01		Yes				Emailed
View	2235	BIOLOGY	102	01		Yes				Emailed
View	2243	BIOLOGY	102	08L		Yes				Emailed
View	2244	BIOLOGY	102	09L		Yes	Yes			Emailed
View	2247	BIOLOGY	102	12L						Emailed
View	2250	BIOLOGY	102	15L		Yes				Emailed
View	4693	SCIENCE	102	01		Yes				Emailed
View	4693	SCIENCE	102	01						Emailed
View	4693	SCIENCE	102	01		Yes				Emailed

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.

Login As Feature

[Return to Staff](#)

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services

Logout

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[Log Out](#)

ALTERNATIVE TESTING

List Exams Students' Courses

SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: **NURS 408.01 (SLN: 8351) - Prof Dev III: Leadership & Mgt**

Select Type of Alternative Testing Agreement

- PULLMAN - Fall 2017 Alternative Testing Agreement 2.0 (Read More)**
- Spokane - Computer-Based Exams (Read More)**
- Spokane - Paper Based Exams (Read More)**
- Spokane- Pharmacy Block Testing (Read More)**

If you need WSU to proctor your exams, [Continue to Specify Alternative Testing Agreement](#)

PROCTORING YOUR OWN EXAM

If students will not need to take their exams at the Testing Center (i.e. they will be using Global Campus Proctoring, you will be proctoring them, or your exams are not required to be proctored) Please select the check box below. This will ensure you are removed from our automatic emails. If you are intending to proctor students yourself, please note that you are required to provide all accommodations listed in the Faculty Notification Letter. If you are unsure whether students will need to take their exams at the Testing Center, please feel free to email access.center@wsu.edu (PULLMAN) spok.sserv.test@wsu.edu (SPOKANE/YAKIMA)

Select Class: **NURS 408.01 (SLN: 8351) - Prof Dev III: Leadership & Mgt** Type: **Select One** [Confirm](#)



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.

Login As Feature

[Return to Staff](#)

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Select Class: **NURS 408.01 (SLN: 8351) - Prof Dev III: Leadership & Mgt** Type: **Select One** [Confirm](#)

Instructor Phone Number:

Hint: Enter 10-digit number only (i.e. enter 541737XXXX - 447XXXX)

Additional Note:

[Submit Alternative Testing Agreement](#)

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/>.

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.

Views and Tools

- > Overview
- > Course Syllabus
- > **Alternative Testing**
- > Alternative Formats
- > Notetaking Services

Logout

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Log Out

Select Class: **NURS 317.01L (SLN: 6685) - Health Assessment**

Select Type of Alternative Testing Agreement

- PULLMAN - Fall 2017 Alternative Testing Agreement 2.0 (Read More)**
- Spokane - Computer-Based Exams (Read More)**
- Spokane - Paper Based Exams (Read More)**
- Spokane- Pharmacy Block Testing (Read More)**

If you need WSU to proctor your exams, **Continue to Specify Alternative Testing Agreement**

PROCTORING YOUR OWN EXAM

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Select Class: **NURS 317.01L (SLN: 6685) - Health Assessment** Type: **Select One** **Confirm**

LIST ALTERNATIVE TESTING AGREEMENTS

Hint: If you need to make any changes, please click on the following Alternative Testing Agreements.

- **NURS 317.01 - Health Assessment**

SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
NURS	317	01	Adrian...	Exam	09/19/2017	09:00 AM	Approved - Upload Exam
NURS	317	01	Brian...	Exam	09/19/2017	09:30 AM	Approved - Upload Exam

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."

Login As Feature

[Return to Staff](#)

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services


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[Log Out](#)

ALTERNATIVE TESTING

[List Exams](#) [Students' Courses](#)

 **UPLOAD INSTRUCTION**

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **3 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Class: **NURS 317.01 - HEALTH ASSESSMENT (CRN: 6683)**

Student Name: **Admin - Log Out**

Exam Date: **09/19/2017**

Exam Time: **09:00 AM**

Exam File Note (Optional):

Same Exams for Everyone: **No**

Note: Select Yes, only if everyone in the class will have the same exam.

Select File: **No file selected.**