Quick Guide to MyAEC Faculty Portal

Log-In Basics

1. Visit www.sjsu.edu/aec and click on the Faculty Portal icon. YouTube Tutorial

2. Faculty reads the FERPA agreement and clicks “Continue to View Student Accommodations”

3. Next page will provide an overview of all their students, the main accommodations they requested, and if the instructor has read their faculty notification letter (only notification letter was read the letter through instructor access)
What can faculty do in Faculty Portal:

Search Student Eligibilities:

On the top right is a link to search student's eligibilities. Selecting that option will allow faculty to see a list of student's emails that can be exported.

Selecting the Click to Advanced Search Panel displays a list of eligibilities that the instructor can search by.

Export Student Eligibilities

1. Export Student List - will export all student's eligibility.
2. Export Student Accommodation Requests. Exports the students requested accommodations.
3. Export Student Courses with Eligibility. Combines the two reports for both the students eligibilities and requested accommodations.

Notetaking: View assigned Notetakers - YouTube Tutorial

Under View and Tools on the left hand side, click on Notetaking Services.
Faculty see who has been assigned:
Alternative Testing: view/update testing contact, view list of scheduled exams, upload exams: YouTube Tutorial

Under View and Tools on the left hand side, click on Alternative Testing.

Instructor should identify if they are proctoring own exams or submit a testing contract for disability services to proctor.

Faculty can see a list of exams requests:

Faculty can upload exams: