Logging into the Faculty Portal:

1. Click on the Faculty Portal link and login using your Cal Poly credentials.

2. Once you are logged in, you will be prompted to read a FERPA Confidentiality Statement. You can then click on the Continue to View Student Accommodations button to access the Faculty Portal:

   ![Faculty Portal Image]

3. You will then see an overview of all your students, the main accommodations they have requested, and a status area showing whether you have read the faculty notification letter via the Faculty Portal (the status does not update if you read the letter via email). When you click View next to a specific student's name, you can see the accommodation letter for that student:

   ![List of Students Who Requested Accommodation]

   **Legend:**
   - **ATS:** Alternative Testing
   - **ETX:** Alternative Formats
   - **COM:** Deaf and Hard of Hearing
   - **NTK:** Notetaking Services
   - **Status:**
     - View
     - Emailed

<table>
<thead>
<tr>
<th>View</th>
<th>CRN</th>
<th>SBJ</th>
<th>CRS</th>
<th>SEC</th>
<th>Student's Full Name</th>
<th>ATS</th>
<th>ETX</th>
<th>NTK</th>
<th>View</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>View</td>
<td>ARCE21113</td>
<td>ARCE</td>
<td>211</td>
<td>13</td>
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<tr>
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<td>ARCE</td>
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<td>Yes</td>
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<td>Emailed</td>
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<td>ARCE</td>
<td>211</td>
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<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td>Emailed</td>
</tr>
</tbody>
</table>
Alternative Testing

The Faculty Portal also allows instructors to submit an Alternative Testing Agreement, see a list of exam requests scheduled by students, see the status of the request (if it was approved by disability services or not), and securely upload exams.

1. Once you are logged into the Faculty Portal, click on Alternative Testing from the left side of your screen:

2. From here, you will be able to view each Alternative Testing Agreement you have filled out and can make modifications as needed. If you have not yet entered an agreement for a class, you can do so at this time. In order to edit an agreement, use the drop-down arrow to select the appropriate class. Then click on the View button.

   NOTE: You can also copy an agreement from one section to another by using the “Copy to” function:

   ALTERNATIVE TESTING

   LIST ALTERNATIVE TESTING AGREEMENT

   Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

   Select: [Select course]  
   Copy to: [Select course]  
   View  
   Copy

3. Once you have edited the agreement, click on the Update Alternative Testing Agreement button located at the bottom of the screen:
4. From Alternative Testing, you can also view a list of exam requests and their current status. In addition, you can securely upload an exam by clicking the Upload Exam link in the status section:

<table>
<thead>
<tr>
<th>SR</th>
<th>CRS</th>
<th>SEC</th>
<th>Student Name</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>127</td>
<td>S1</td>
<td><strong>[Blue]</strong></td>
<td>Exam</td>
<td>11/02/2017</td>
<td>08:00 AM</td>
<td>Approved - Upload Exam</td>
</tr>
<tr>
<td>CHEM</td>
<td>127</td>
<td>S1</td>
<td><strong>[Blue]</strong></td>
<td>Exam</td>
<td>11/02/2017</td>
<td>08:00 AM</td>
<td>Approved - Upload Exam</td>
</tr>
<tr>
<td>CHEM</td>
<td>127</td>
<td>S1</td>
<td><strong>[Blue]</strong></td>
<td>Exam</td>
<td>11/02/2017</td>
<td>08:10 AM</td>
<td>Approved - Upload Exam</td>
</tr>
<tr>
<td>CHEM</td>
<td>127</td>
<td>S1</td>
<td><strong>[Blue]</strong></td>
<td>Exam</td>
<td>11/02/2017</td>
<td>08:10 AM</td>
<td>Approved - Upload Exam</td>
</tr>
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<td>127</td>
<td>S1</td>
<td><strong>[Blue]</strong></td>
<td>Final</td>
<td>12/07/2017</td>
<td>08:00 AM</td>
<td>Processing - Upload Exam</td>
</tr>
</tbody>
</table>

5. When you upload an exam, you can specify whether this same exam should be used for all students in that particular class and section (as indicated by the Same Exams for Everyone option circled in red below):

ALTERNATIVE TESTING

UPLOAD INSTRUCTION
- If you are scanning your document at 150 - 300 dpi as resolution.
- The maximum acceptable file size is 1 MB per upload.
- Visit Acceptable File Types.

File Information
- Class: CHEM 127.51 - GEN CHEM AGRIC & LIFE SCI (CRN: CHEM12751)
- Student Name: **[Blue]**
- Exam Date: 11/02/2017
- Exam Time: 08:00 AM
- Exam File Note (Optional): No
- Same Exams for Everyone: **[Red]**
  - Note: Select Yes, only if everyone in the class will have the same exam.
- Select File: 
  - Browse...: No file selected.

LIST OF EXAMS_UPLOADED
- Important Note: For security purposes, you will receive a 6-digit random code in your email before you can download the file. The code is only available for 20 minutes. Please use caution while deleting exam file because it will not be recoverable.

No Exam Has Been Uploaded

6. If you’d like to view a list of all students who have requested accommodations in each of your classes, click on Students’ Courses, which is located in the upper right corner of the screen:
Search Students’ Eligibilities

1. When you log into the Faculty Portal, you will see a Search Students’ Eligibilities option located in the upper right corner of the screen. Selecting that option will allow you to see a list of student’s emails that can be exported:

2. Selecting the Click to Expand Advanced Search Panel button displays a list of eligibilities that you can search by: