Faculty Portal - How to

1. Once you log in to the Faculty Portal, you will see a pop up that you must accept before proceeding forward.

**INSTRUCTOR AUTHENTICATION PAGE**

**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]
2. The Overview page will list all students in your classes that have requested accommodations. If a student is registered with DSS but has not requested accommodations for your course, they will not be on this list.
3. The Alternative Testing section will bring you to the Alternative Testing Contract as well as a list of all students that have signed up to take exams in the DSS office. From here, you are able to upload your exams or passwords to the secure portal.
4. The Notetaking Services Section allows you to monitor who has requested notetaking services as well as the notetaker. You are also able to monitor the frequency and quality of notes being provided to DSS students.