



University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

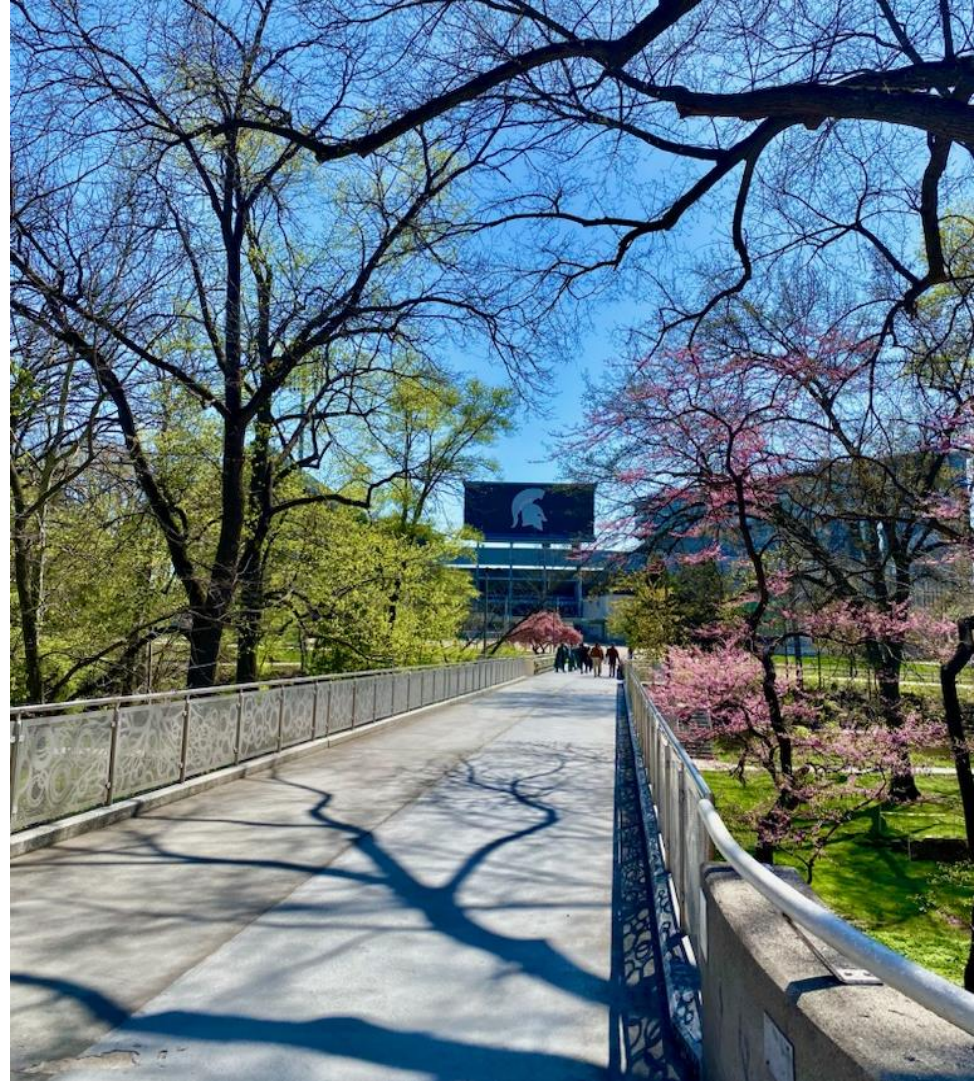
AccessMSU- Instructor Guide



About AccessMSU

This resource is to introduce you and walk you through MSU's new accommodations management portal, AccessMSU. This portal will allow instructors to see all the accommodations that students have for their classes and organizes their Accommodation Letters for you.

Anyone listed as an instructor or GA in SIS will have access. Be sure to get that information updated to ensure your GAs have all the information they need.



What Has Changed:

- Students do NOT need to email PDFs of Accommodation Letters to instructors anymore
- Students log into AccessMSU to share their Accommodation Letters with instructors directly
- Instructors receive email notifications when Accommodation Letters are sent, including new added accommodations mid-semester
- Instructors should update RCPD syllabus statements or course policies to reflect the new Accommodation Letter sharing process
 - See suggestions on [RCPD Website](#)



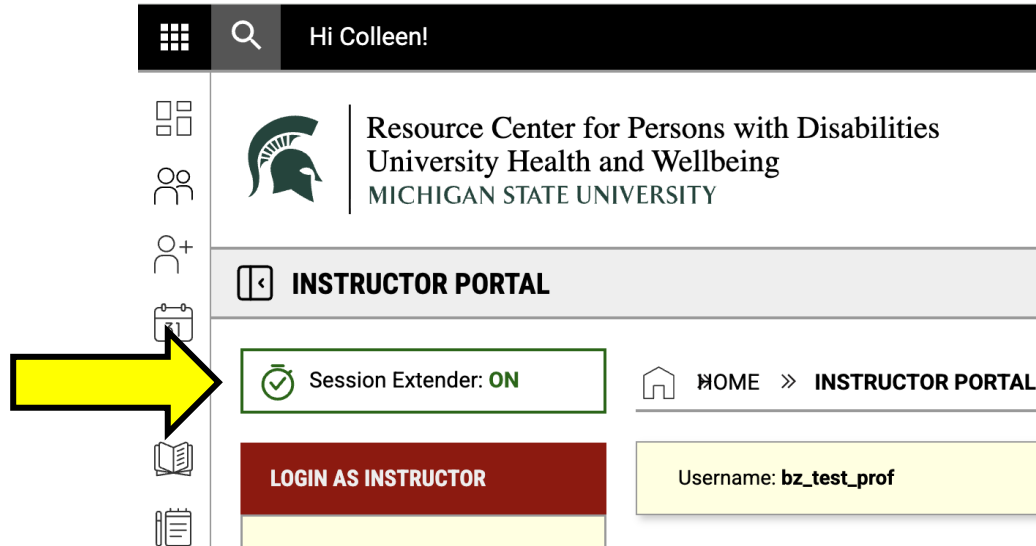
What Has Not Changed:

- Students and instructors should still engage in interactive conversations about how accommodations will be implemented for individual courses
- Instructors must accept accommodations throughout the semester. Please contact the student's Access Specialist with questions or extenuating circumstances.



Step 1: Login

- Login to [AccessMSU](#) using your MSU credentials
- Select "Enable" in the Session Extender box to increase the time before the database automatically logs you off



The screenshot displays the AccessMSU Instructor Portal interface. At the top, a dark header bar contains a grid icon, a search icon, and the text "Hi Colleen!". Below this, a sidebar on the left features several icons: a grid, two people, a person with a plus sign, a calendar, a book, and a clipboard. The main content area shows the Michigan State University logo and the text "Resource Center for Persons with Disabilities", "University Health and Wellbeing", and "MICHIGAN STATE UNIVERSITY". Below this is a section titled "INSTRUCTOR PORTAL" with a left arrow icon. A yellow box highlights the "Session Extender: ON" status, with a large yellow arrow pointing to it from the left. To the right of this box is a breadcrumb trail: "HOME » INSTRUCTOR PORTAL". Below the session extender box is a red button labeled "LOGIN AS INSTRUCTOR". To the right of this button is a yellow box displaying the username "bz_test_prof".

Step 2: Acknowledge Privacy Information

- Each time you log in you will be reminded of MSU's FERPA policy and privacy expectations prior to accessing student accommodation information
- Select "Continue to view student accommodations" to move forward

 **ACCESS POLICY**

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand [MSU's FERPA policy](#) as it pertains to student records.

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**

Important Note:

- 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 > 

Step 3: Viewing All Accommodations

- You will be directed to the "Overview" page where you can view all the students who have requested accommodations for your courses for the semester.
- In the yellow banner at the top, you can change the term (ex: Fall 2026, Spring 2027)

OVERVIEW

Session Extender: [Enable](#) [»](#) **OVERVIEW**

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Testing
- > Notetaking Services

[SIGN OUT >](#)

Previous Term Term: 2024 - Spring Next Term

ANNOUNCEMENT

Welcome to the new Accommodation Information Management (AIM) system that SDS will be using starting Fall 2022.

The system differs from the previous one in several ways:

- Courses are only loaded into this system when a student approved for accommodations is enrolled. Faculty will only see courses with accommodation requests listed.
- The system also defaults to the current term based on date. Please click on the upcoming term to see letters issued before the term begins.

It may be helpful to bookmark our [Faculty Resources](#) page for easy access to the AIM portal link.

For more information, please refer to the [Faculty Guides for using AIM](#), and contact us with any questions or concerns.

STUDENTS WHO REQUESTED ACCOMMODATIONS

[REFINE SEARCH >](#)

EXPORT DATA: STUDENTS

Records Found: 3 (Showing: 1 - 3) Show Per Page: 30 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Testing	Notetaking Services
View	PDF	EN 500.113.02.SP24	500	EN 500.113	02	TEST	Emailed	02/08/2024	02/26/2024	Yes	
View	PDF	EN 500.115.03.SP24	500	EN 500.115	03	TEST	Cancelled	01/25/2024	01/29/2024		
View	PDF	EN 500.115.03.SP24	500	EN 500.115	03	TEST	Emailed	01/23/2024	01/24/2024	Yes	

Step 3: Viewing All Accommodations Continued

- The listed view includes:
 - Course:
 - CRN
 - Subject
 - Course Number
 - Section
 - Student Name (Shown here as "TEST")
- To view the approved accommodations for each student, select “View” or “PDF”.

OVERVIEW

Session Extender: [Enable](#)

HOME

- > Overview
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SIGN OUT

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View	PDF	EN.500.115.03.SP24	500	EN.500.115	03	TEST	Cancelled	01/25/2024	01/29/2024		
View	PDF	EN.500.115.03.SP24	500	EN.500.115	03	TEST	Emailed	01/23/2024	01/24/2024	Yes	

Step 4: Viewing Specific Student's Accommodations

- After selecting "View" or PDF, it will bring up the specific student's Accommodation Letter.
- All approved accommodations will be listed on the letter. Some accommodations include a description with implementation instructions.
- The student's assigned Access Specialist and their contact information is listed at the bottom of the letter. If you have any questions about accommodation implementation, please reach out to the Access Specialist.
- If a student has accommodations that have an expiration date, they will be noted specifically.



Resource Center for Persons with Disabilities
University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

CONFIDENTIALITY NOTICE

A student's accommodations and their involvement with the Resource Center for Persons with Disabilities (RCPD) are confidential. This information may only be shared with individuals directly responsible for implementing the accommodations. If you believe another staff member needs to be involved, please contact the RCPD to discuss next steps.

May 21, 2026

RE: **Demo Spartan, ,**
Spring 2026 - DEMO 999.001 - DEMO: FAKE CLASS (CRN: DEMO)

Professor Hannah and Beau Zhang,

The Resource Center for Persons with Disabilities has approved accommodations for **Demo Spartan** following an interactive process that includes review of documentation, conversations with the student, and application of state and federal disability laws.

This letter serves as Michigan State University's official notification of approved accommodations. As the instructor of record, you are required to begin implementing these accommodations upon receipt of this notice. Accommodations must be implemented promptly and may not be delayed pending a meeting with the student. Students may choose to connect with you to discuss how accommodations apply in your course, but such a meeting cannot be required prior to implementation.

RCPD recommends that students share their testing accommodations at least seven days prior to the need for accommodation.

As a best practice, we strongly encourage you to email the student with your plan for implementing each accommodation and invite them to follow up with any questions or requests for clarification.

Demo is eligible for the following accommodations:

List of Accommodations with Expiration Dates:

- Accessible format for class materials - Expires on Friday, May 29, 2026.
- Braille - Expires on Friday, May 29, 2026.

1. Alternative Formats

- Accessible format for class materials - Expires on Friday, May 29, 2026

Step 5: Export Student Data

From the Overview page, you can create a spreadsheet of all your students and their accommodations, expand “Export Data: Student” and click on “Export Accommodation Requests”.

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

 EXPORT DATA: STUDENTS ^

Important Note: The system will use the results in the table below for the **Export Data** output. Please use the **Refine Search** section if you need to customize the search result.

ACCOMMODATION REQUESTS

The “Export Accommodation Requests” button will export a list of all requested accommodations by student and course.

EXPORT ACCOMMODATION REQUESTS > 

Records Found: 3 (Showing: 1 - 3) Show Per Page: 30 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Testing	Notetaking Services
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