



University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

AccessMSU - Instructor Guide

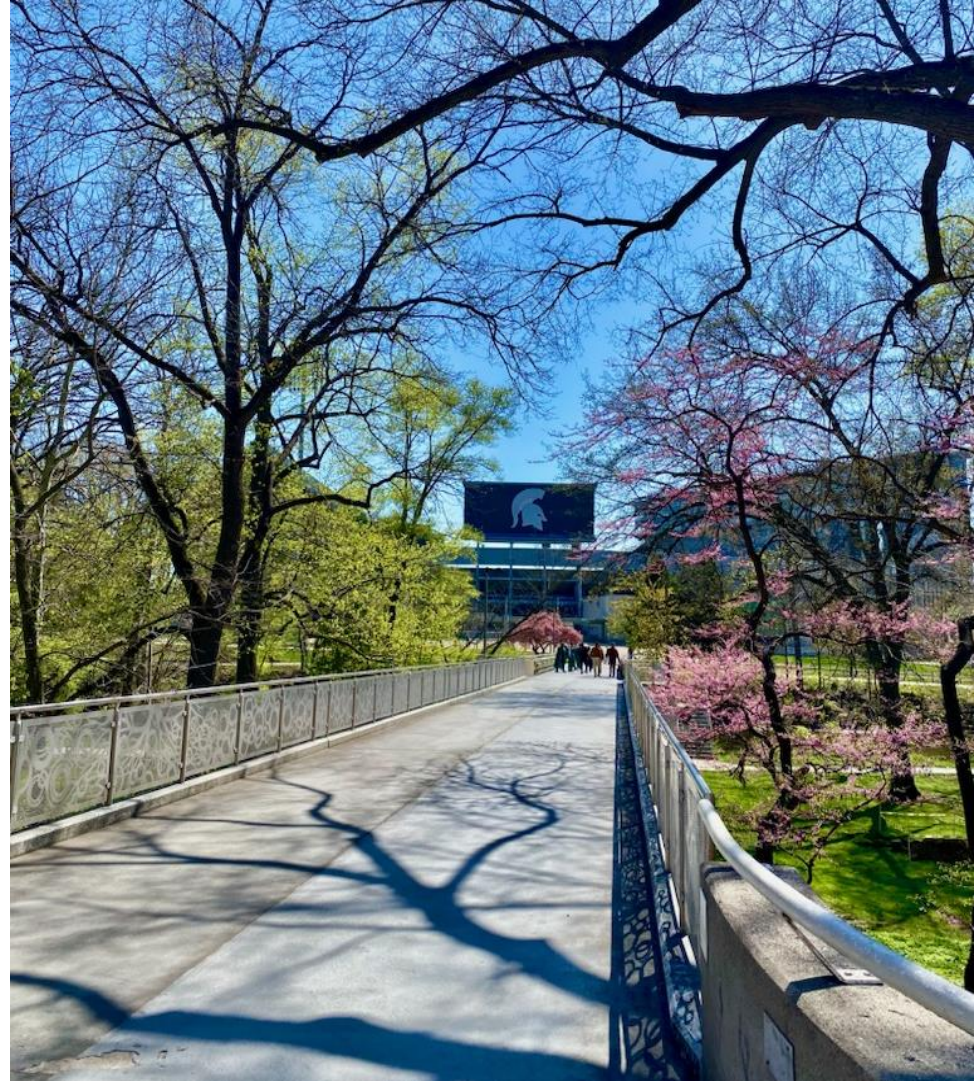
Add/Replace Instructors



This guide

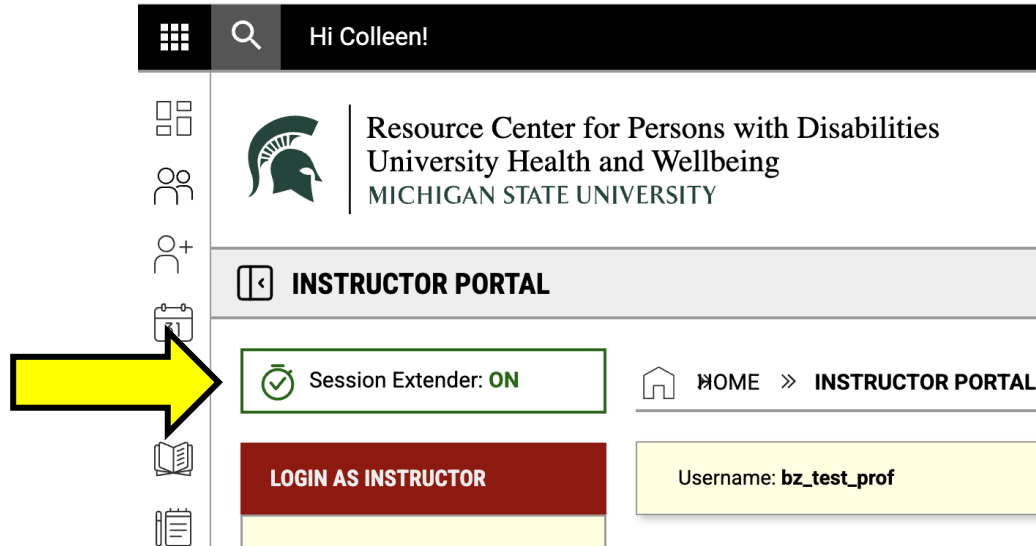
This guide covers how you can add/replace instructors of a course on AccessMSU.

For information on how to view specific accommodations on the faculty portal, see [AccessMSU Faculty Guide](#).



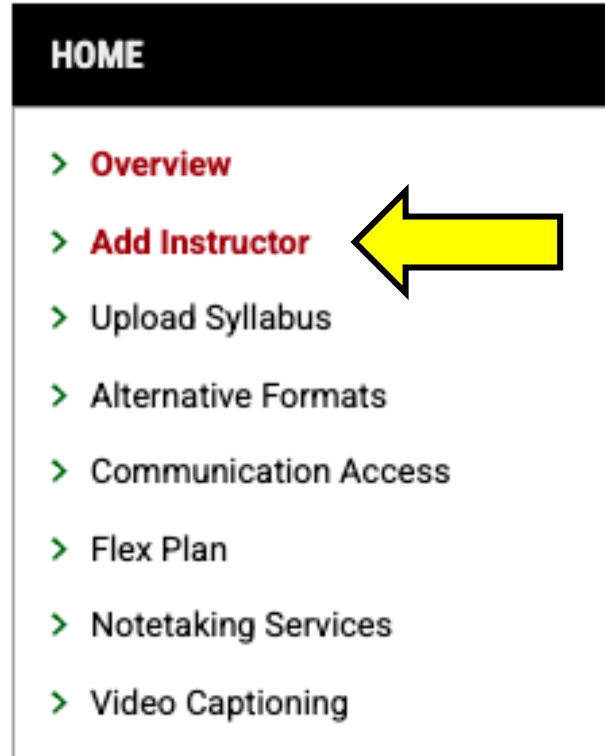
Step 1: Login

- 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



Step 2: Navigate to Add Instructor

- On the left-side navigation panel, click Add Instructor



Step 3: Select class and type

- Select the class to which you want to add instructors

PERSONAL INFORMATION

Class *:

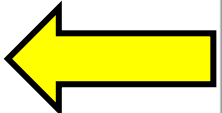
Select One ▾

Type *:

Select One ▾

Instructor Name *:

Instructor Email Address *: ?



Step 3: Select class and type

- Select whether you wish to add additional instructor(s) or replace the current instructor(s)

PERSONAL INFORMATION

Class*:

Select One ▼

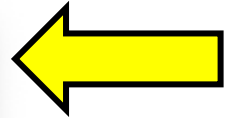
Type*:

✓ Select One

Add Additional Instructor to the Course

Replace All Instructors with the New Instructor

Instructor Email Address* : ⓘ



Step 4: Enter instructor information

- Enter the instructor's full name, and MSU email address
- **Only one instructor can be added at a time**; if you need to add multiple instructors, you need to submit one request per instructor.

PERSONAL INFORMATION

Class *:

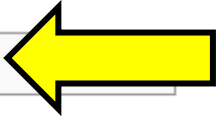
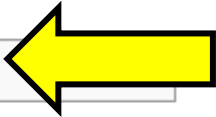
Select One ▼

Type *:

Select One ▼

Instructor Name *:

Instructor Email Address *: ?



Step 5: Wait for approval

- RCPD staff member will review and approve (or reject) requests.
- You can check the status of your requests on the same page.
- It can take up to 24 hours after approval for the newly added instructors to receive email notifications from the system.

LIST REQUESTS FOR ADDING INSTRUCTORS

Term	CRN	Subject	Course	Section	Course Title	Campus	Type	Instructor Contact Information	Status	Requested By	Entered On
2026 - Summer	DEMO	DEMO	999	001	DEMO: Fake Class		Add	Liz Fuller fullere2@msu.edu	Processing	Beau Zhang	07/27/2026