



AIM Faculty Portal FAQs

ADDITIONAL QUESTIONS OR CONCERNS? PLEASE EMAIL ACCESS@COLLIN.EDU OR CALL 972-881-5898

- Will the new AIM Faculty Portal change how I receive a student's accommodation letter?**
No. Accommodation letters will still be sent electronically to your Collin email account. Some students might also elect to print out a hardcopy and submit it in person.
- I don't see any ACCESS students in my AIM portal, what do I do?**
If you don't see any student's names in your portal, then it's possible you don't have any ACCESS students in your section. Or they have yet to request their accommodations for the class.
- All my exams and quizzes are online; do I still need to complete the Alternative Testing Contract?**
Yes. Depending on a student's accommodation, it might be more beneficial for the student to test in the ACCESS Office and it's important to have the contract on file.
- I don't have exams or quizzes for my class, do I still need to complete the Alternative Testing Contract?**
No. Just please make sure to inform the student that the class does not have testing, so they do not need to worry about scheduling with the ACCESS Office.
- I teach dual credit courses on a high school campus, do I need to complete the Alternative Testing Contract?**
No. If you are teaching a dual credit course on a high school campus, then you do not need to complete the contract as testing accommodations will be handled by the high school.
- How will I know when a student has put in an exam request?**
Once a student has put in an exam request, faculty will receive an email through their Collin email with all the test request details, as well as a link to their Faculty Portal where they can upload their exams.
- If I forget a student has put in an exam request, will the ACCESS Office send me a reminder?**
Yes. As the testing date approaches, if the ACCESS Office has yet to see an exam has been uploaded, we will send a reminder email with a link for you to upload your exam and/or exam instructions.
- So if allowed to test in the Testing Center, the student does not need to schedule with ACCESS?**
That is correct. Arrangements to test in the general Testing Center are between the ACCESS student, the faculty member, and the Testing Center staff.
- Can an ACCESS student still test in the general Testing Center?**
Yes. If a student would like to test in the general Testing Center, the student can do so with faculty approval. If given, arrangements will need to be made between student and the faculty with compliance to Testing Center guidelines.
- Is training offered on how to best use my AIM Faculty Portal?**
Absolutely! We will work with faculty on how best to navigate their portal. Please feel free to email or call the ACCESS Office to schedule a training day and time.