CASS Procedure to log into Faculty Portal and fill out Alternative Testing Agreement

The Center for Accommodations and Support Services (CASS) is using a new Software System called AIM (CASS Portal).

The link to access your Faculty Portal is as follows:

https://bear.accessiblelearning.com/UTEP/instructor/

**STEP 1**

Please log in to your Faculty Portal to see your Dashboard.

![Faculty Portal Dashboard](image)

In your Dashboard you can find the information for students that have requested accommodations for all of your classes.

You can also find Alternative Testing, Alternative Formats, Notetaking Services, Deaf and Hard of Hearing information.
On your Dashboard select “Alternative Testing”

Select the class for which you would like to submit an Alternative Testing Agreement (previously known as “Proctoring Form”)

Click on the box “Continue to Specify Alternative Testing Agreement”
STEP 3

Fill out your Alternative Testing Agreement
Submit your Alternative Testing Agreement

You can proactively fill out the Alternative Testing Agreement at the start of the semester but will not be able to upload any exam/quiz until you get a request for an exam/quiz.

Please note the student first needs to log into AIM to request the exam/quiz five (5) business days in advance, before you can upload your test.

Once the student requests the exam/quiz, an email will be sent to you to inform you of the need for an exam/quiz along with a personalized link that allows you to upload the test.

The link to upload an exam/quiz can only be used once.