

Viewing Student Accommodations and Reviewing Faculty Notification Letters

1. Faculty may view student accommodations, as well as a copy of the Faculty Notification Letter by logging in to the OAA Portal .

-You will be directed to the SIU single sign-on screen.

-Use your SIU credentials to log-in to the OAA Portal.

2. Once logged in, the Instructor Authentication Page reviews the confidentiality statement. Then, continue to **“view student accommodations.”**



SOUTHERN ILLINOIS UNIVERSITY
**OFFICE FOR ACCESS
& ACCOMMODATIONS**

INSTRUCTOR PORTAL

Session Extender: ON

HOME » INSTRUCTOR PORTAL

LOGIN AS INSTRUCTOR

Username: siu850027122

BACK TO MY PROFILE >

HOME

- > Online Services Home
- > Help

SIGN OUT >



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 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 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 >



3. Students are listed by course. Click **“View”** and scroll down to see detailed information about accommodations within the Faculty Notification Letter. Only students who have requested accommodation for a particular course will be listed



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OVERVIEW

Session Extender: ON

OVERVIEW

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

- Overview
- Alternative Formats
- Alternative Testing
- Communication Access
- Notetaking Services

SIGN OUT >

Previous Term

Term: Summer 2025

Next Term

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

Records Found: 1 (Showing: 1 - 1)

Show Per Page: 100 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Formats	Alternative Testing	Communication Access	Notetaking Services
View	PDF	00011	AIM	100	01	Mickey *****	Emailed	06/04/2025	06/16/2025	Yes	Yes	Yes	Yes

QUESTION?

OAA Staff

access@siu.edu

Office for Access & Accommodations

Student Health Services, Suite 220

Mail Code 4705

Southern Illinois University

374 E. Grand Ave

Carbondale, IL 62901

P: (618) 453-5738

F: (618) 453-5700

[Access & Accommodations Website](#)

4. Viewing the Faculty Notification Letter provides a detailed description of the accommodations each student needs. This letter is also available via faculty email. Accommodations are grouped in categories by type.



SOUTHERN ILLINOIS UNIVERSITY
**OFFICE FOR ACCESS
& ACCOMMODATIONS**

Student Health Center 220
374 E. Grand Ave
Carbondale, IL 62901

Phone: 618-453-5738
Fax: 618-453-5700
access@siu.edu

Summer 2025 - AIM 100.01 - FAKE CLASS (CRN: 00011)

Mickey Mouse-X12345678 is a student who is registered with the Office for Access & Accommodations and is enrolled in the course indicated above. The student has generated this letter by requesting accommodations for the term using our student portal.

Listed below are the required accommodations that **Mickey Mouse** may utilize. Please read about each accommodation below and take note of any steps you must complete to implement accommodations for the student.

Specific accommodations which this student is eligible to receive:

1. Academic Adjustments



◦ **Assignment extensions**

This student has a disabling condition which may interfere with completing assignments by due dates stated in the course syllabus. Though faculty are not required to alter the overall course timeline for assignment extensions, some flexibility should be considered on a case by case basis. Faculty may work directly with the student or contact our office to discuss essential course requirements related to this accommodation.

**Please note this accommodation is not retroactive and is only effective the date indicated on the letter.

Faculty are not required to grant retroactive extensions (prior to this letter) as part of this accommodation.

◦ **Attendance Modifications**

<https://access.siu.edu/instructors/index.php>

This student has an episodic condition which may interfere with attendance. Though faculty are not required to forego their overall attendance policies, some flexibility should be considered on a case by case basis. Faculty may work directly with the student or contact our office to discuss essential course requirements related to this accommodation.

**Please note this accommodation is not retroactive and is only effective the date indicated on the letter.

Faculty are not required to grant retroactive absences (prior to this letter) as part of this accommodation.

2. Alternative Formats



◦ **E-Text**

Alternate Format Textbooks - The student requires alternate format textbooks. Students are responsible for requesting text conversion through OAA.

We may reach out to you if the student requests assistance with access to your D2L course content or uploaded articles. You can find information on making your content accessible [here](#).

3. Alternative Testing



To implement alternative testing, you must complete a Testing Agreement for this course. For your convenience, an automated link specific to this course is located at the bottom of this letter. You may also access the Testing Agreement using our [instructor portal](#). Please complete the Testing Agreement as soon as possible. It must be completed before students can schedule exams with OAA.