Instructor Portal: How to View Accommodations for Students Registered with the Office of Accessibility
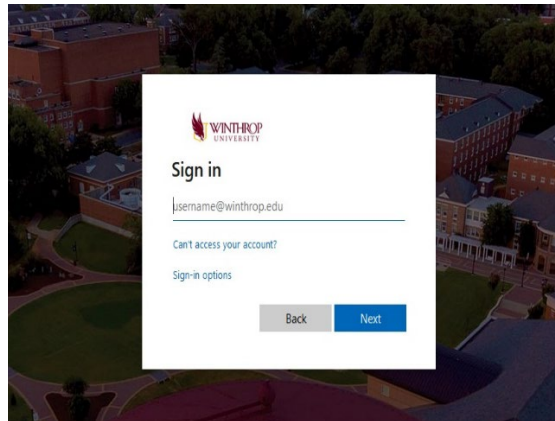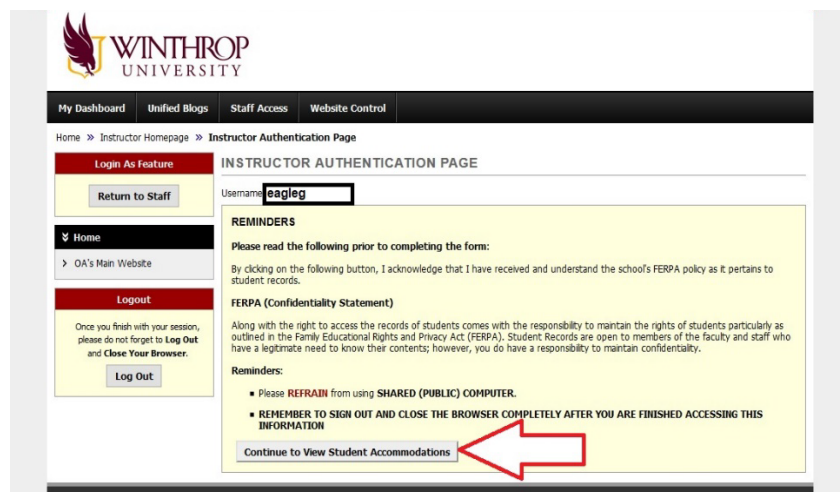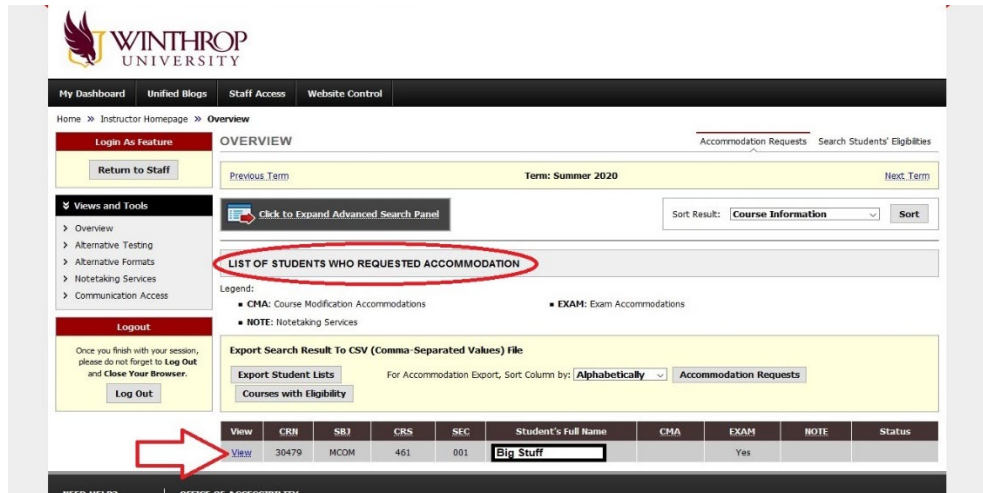
1. Go to the Instructor AIM Portal. Use the same credentials as your Winthrop email and Wingspan account.
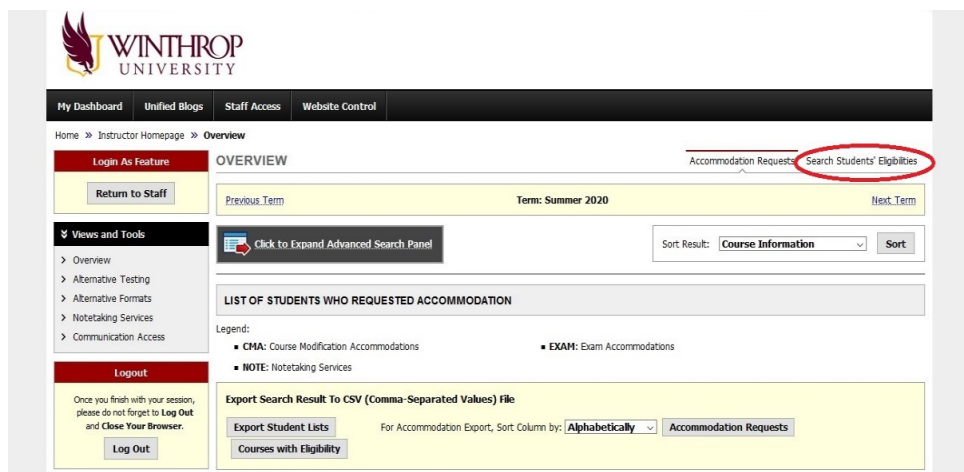

2. After logging in each time, you will be required to read over a FERPA Confidentiality Statement before viewing a student's accommodations. Once you have reviewed the statement, click "**Continue to View Student Accommodations**".
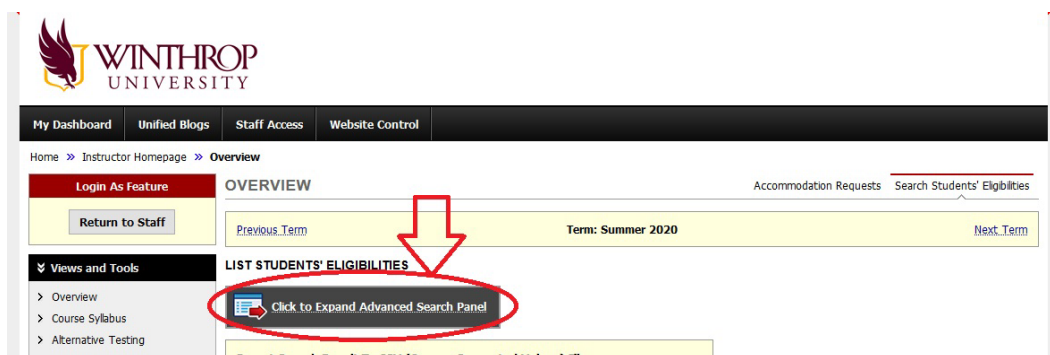

3. Now, you can see an overview of all the students in your class who have requested their Letter of Accommodation (LOA). The legend can identify approved accommodations for each student.

4. If you want to identify how many students receive a specific accommodation (example: enlarged font), click the "**Search Students' Eligibilities**" in the top right corner.

5. Select "**Expand Advanced Search Panel**". Multiple options will appear, check the box beside the applicable accommodation (i.e. enlarged font) and click "**Search**".

*If you have any questions concerning the new AIM Instructor Portal, contact the Office of Accessibility at accessibility@winthrop.edu or 803-323-3290.