

Updating your Alternative Testing Agreement

1. Log into your AIM Instructor Portal through the link on the ODA Homepage:

<https://disability.unt.edu/>

Reminder: The Test Center is located in Sage Hall 167!

Logging into the new ODA Database (AIM)

New to ODA (Registering for services): [AIM Registration Form](#)

Current ODA Students: [AIM Student Portal](#)

Faculty: [AIM Instructor Portal](#)

Notetakers: [AIM Notetaker Portal](#)

Letter to Faculty Regarding New ODA Letters of Accommodation

All 2019 ODA Letters of Accommodation were emailed to faculty this morning from our new database AIM. For more information about the new format of the Letters of Accommodation as well as other process updates, please click this link to open [ODA Letter of Accommodation Guidance Information](#)

Just go to the [AIM Instructor Portal](#) login page and sign in using your university credentials. Please feel free to contact us if you have any questions!

Navigating the AIM Portal

Test Center

Fall and Spring Semesters

Monday – Thursday, 8:00 a.m. – 9:00 p.m.
Friday, 8:00 a.m. – 5:00 p.m.
Rhes, 8:00 a.m. – 9:00 p.m.

Test Center - Test Administration Hours

Fall and Spring Semesters

Monday – Thursday, 8:30 a.m. – 6:30 p.m.
Friday, 8:30 a.m. – 4:30 p.m.
Rhes, 8:00 a.m. – 9:00 p.m.

CONTACT US

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ODA Newsletter



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2. Select the button: Continue to View Student Accommodations

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Division of Student Affairs
EST. 1890

My Dashboard Unified Blogs Staff Access

Home > Instructor Homepage > Instructor Authentication Page

Login As Feature

Return to Staff

Home

ODA's Main Website

Login

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

INSTRUCTOR AUTHENTICATION PAGE

REMINDERS

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 Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of 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.

Continue to View Student Accommodations

NEED HELP? OFFICE OF DISABILITY ACCESS

Access Materials | Contact Our Office | Request Assistance

1167 Union Circle #310770
Denton, TX 76203-5817

Website: [Visit Our Website](#)
Email Us: Apply.ODA@unt.edu

Phone: (940) 565 - 4323
Fax: (940) 389 - 7999

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3. Select Alternative Testing from the Views and Tools Menu on the left-hand side of the screen.

Welcome Lauren Burris! My Profile My Mailbox (Sent E-Mails) Sign Out

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Division of Student Affairs
EST. 1890

My Dashboard Unified Blogs Staff Access

Home > Instructor Homepage > Overview

Login As Feature

Return to Staff

Views and Tools

- Overview
- Alternative Testing
- Notetaking Services

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

OVERVIEW

Accommodation Requests Search Students' Eligibilities

Previous Term Term: Spring 2020 Next Term

Click to Expand Advanced Search Panel

Sort Result: Course Information Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TST: Alternative Testing
- COM: Deaf and Hard of Hearing
- ETX: Alternative Formats
- NTK: Notetaking Services

Export Search Result to CSV (Comma-Separated Values) File

4. From there, you will see a box that states List Alternative Testing Agreement. Select your course from the drop-down menu and select View.

The screenshot shows the UNT Office of Disability Access website. The header includes the UNT logo and 'OFFICE OF DISABILITY ACCESS Division of Student Affairs EST. 1890'. The navigation bar has 'My Dashboard', 'Unified Blogs', and 'Staff Access'. The main content area is titled 'ALTERNATIVE TESTING' and contains a 'LIST ALTERNATIVE TESTING AGREEMENT' section. A hint explains that users can select an agreement to view or copy. Below the hint, there is a 'Select:' dropdown menu with 'Select One' chosen, and a 'View' button highlighted by a yellow arrow. There is also a 'Copy to:' dropdown menu and a 'Copy' button. At the bottom of the page, there is a 'Questions? Contact Us' section with contact information for the ODA Test Center.

5. From this next screen, you can *edit* your Alternative Testing Agreement. You will need to update your exam dates, as well as the format for your course and exams. When you are done editing, select Update Alternative Testing Agreement at the bottom of the page.

The screenshot shows the 'Edit Alternative Testing Agreement' page. It features several input fields: 'Additional Note or Comment' (a text area), 'Exam Type(s)' (a dropdown menu), and 'Please list REGULAR CLASS EXAM LENGTH without extended time accommodations'. Below this, there are three rows of input fields for 'Exam/Midterm' (75 Minutes), 'Final' (120 Minutes), and 'Quiz' (Minutes). There is also an 'Additional Information' section with an 'Instructor Phone Number' field and an 'Additional Note' text area. At the bottom of the form, there is a yellow button labeled 'Update Alternative Testing Agreement', which is highlighted by a yellow arrow. The footer includes the 'Questions? Contact Us' section with contact information for the ODA Test Center.