Adding Instructors to Courses in AIM

This guide provides text-based guidance on how to add instructors to courses. This guide is intended for faculty working with students registered with Disability Resources. AIM often synchronizes the primary instructor for a course from Banner. During your administration of your courses, there may be some need to add instructors (e.g., when you are co-teaching, use of a GTA in a lab, mid-semester faculty changes, etc.). This guide walks you through how to add or replace faculty using your Faculty AIM Portal. Please note that any changes made in AIM are not pushed nor will they be reflected in Banner.

# Steps to Access the AIM Faculty Portal:

1. Navigate your web browser to the Disability Resources website at [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources).
2. Locate the two red buttons with white text on the left side under the navigation menus.
3. Click the “Faculty AIM Portal” button.
4. When directed enter your MyJaxState login credentials and login.
5. Review the REMINDERS provided and click “Continue to View Student Accommodations”
6. You will now be on your Student Portal Dashboard / Overview Page

# Steps for Adding Faculty to a Course in AIM:

1. After logging in confirm you are on the “Overview” page. If you are not on the overview page, click the “Overview” link in the Views and Tools navigational menu on the left.
2. On the top right corner of the screen locate the third of three links that states, “Add Instructor.” Click “Add Instructor.”
3. Select the course that you want to add the instructor to. Next specify the type of add you want to perform. You can add a new instructor to the list of existing instructors OR you can replace the list of existing instructors with the current instructor. Then type in the new instructor’s name as it appears in Banner and their university provided email address. Do **not** use non-JSU email addresses.
4. Click Submit. The request will be reviewed by Disability Resources.

If you have any questions or need additional guidance, please contact us via email at [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu) or call us at 256-782-8380.