



Instructor Portal Guide

1. Login to the Instructor Portal using your NetID
(<https://olympic.accessiblelearning.com/UWLAX/instructor>)
2. Review the Access Policy and FERPA information and select “Continue to view student accommodations”
3. The homepage is the Overview page, which shows all students with requested accommodations for the current semester
 - a. Select “View” to see the faculty notification letter or “PDF” to download the faculty notification.
 - b. Scroll to the right, to see an overview of the types of accommodations requested by the student (i.e., Alternative Formats, Alternative Testing, Flex Plan)
4. Select “Refine Search” to narrow down results by searching by course, student name, and/or accommodation eligibility.
5. On the lefthand side under “Home”, you can identify more specific accommodation information.
 - a. Alternative Testing – Complete and Edit Testing Agreements
 - b. Flex Plan – Complete and Edit Flex Plans
 - c. Alternative Formats – See updates regarding textbook modification
 - d. Communication Access – See updates regarding captioning requests

For any questions regarding the ACCESS Center Instructor Portal, please contact the ACCESS Center at 608-785-6900 or accesscenter@uwlax.edu.