

## Quick Guide to MyAEC Faculty Portal

### Log-In Basics

1. Visit [www.sjsu.edu/aec/myaeclogins/](http://www.sjsu.edu/aec/myaeclogins/) and click on the Faculty Log-In icon.
2. Faculty reads the FERPA agreement and clicks “Continue to View Student Accommodations”

Session Extender: ON

HOME » INSTRUCTOR PORTAL

Username: 123456789

**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 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**

**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. Next page will provide an overview of all their students, Exam Multiplier, and if the instructor has read their faculty notification letter (only notification letter was read the letter through instructor access)

**OVERVIEW**

Session Extender: ON

HOME » OVERVIEW

Previous Term Term: Summer 2026 Next Term

**STUDENTS WHO REQUESTED ACCOMMODATIONS**

**REFINE SEARCH**

**EXPORT DATA: STUDENTS**

Records Found: 5 (Showing: 1 - 5) Show Per Page: 100 Page: 1

| View | PDF | CRN   | Subject | Course | Section | Student's Full Name | Status  | Request Date | Last Updated | Exam Multiplier | Alternative Formats | Alternative Testing | Notetaking Services |
|------|-----|-------|---------|--------|---------|---------------------|---------|--------------|--------------|-----------------|---------------------|---------------------|---------------------|
| View | PDF | 82026 | MPH     | 1      | 1       | Sammy Sportan       |         | 07/27/2026   | 07/27/2026   | 1.50            |                     | Yes                 |                     |
| View | PDF | 82026 | MPH     | 1      | 1       | Sammy Sportan       | Emailed | 07/15/2026   | 07/17/2026   | 1.50            |                     | Yes                 |                     |
| View | PDF | 61526 | MKP     | 1      | 1       | Sammy Sportan       | Emailed | 07/01/2026   | 07/15/2026   | 1.50            |                     | Yes                 |                     |
| View | PDF | 61526 | MKP     | 1      | 1       | Sammy Sportan       | Emailed | 06/15/2026   | 06/17/2026   | 1.50            |                     | Yes                 |                     |
| View | PDF | 62026 | SUM     | 1      | 1       | Sammy Sportan       | Emailed | 06/03/2026   | 06/03/2026   | 1.50            |                     | Yes                 |                     |

**QUESTION?**

Accessible Education Center

## What can faculty do in Faculty Portal:

### Search Student Eligibilities:

Faculty can click on the “Refine Search” which will allow them to search student accommodations based on the course, student name or accommodations.

**STUDENTS WHO REQUESTED ACCOMMODATIONS**

HIDE SEARCH OPTIONS >

Course Subject: 

Contains

Course Number: 

Contains

Course Section: 

Contains

Last Name: 

Contains

First Name: 

Contains

Requestable Accommodations: 

Contains Any

☐ Braille

☐ Additional 30 Minutes

☐ ALD (DHOH)

☐ Allowance To Type Notes (When Notes Approved)

☐ Calculator

☐ Chair (Bariatric Black, Testing)

☐ Computer

☐ Dictation (Alt. Testing)

☐ Dragon Naturally Speaking (Alt. Testing)

☐ Electronic Dictionary

☐ Exams to be completed online

☐ Extended test time 2x for CHEM 1A

☐ Extended Time -2x for essay based exams

☐ Extended Time 1.5x - For Canvas Exams

☐ Extended Time 2.0x for BUS 130

☐ Extended Time 2.5x

☐ Extended Time 2.5x - For Math Courses

☐ E-Text

☐ Adjustable Table

☐ Allowance to take exams in morning

☐ Braille Format

☐ CCTV

☐ Change background color on computer

☐ Computer with Spellcheck

☐ Distraction Reduced Environment

☐ Earplugs

☐ Enlarged Print

☐ Extended test time 2x for OE 112

☐ Extended Time (Require Staff Approval)

☐ Extended Time 1.5x

☐ Extended Time 2.0x

☐ Extended Time 2.0x for ENGR 100W

☐ Extended Time 2.5x - For Canvas Exams

☐ Extended Time 2.5x for EE 138

### Notetaking: View Assigned Notetaker

Under Home on the left-hand side, click on Notetaking Services. Faculty see who has been assigned:

»

»

NOTETAKING SERVICES

»

LIST STUDENTS

LIST STUDENTS

LIST NOTES

Previous Term

Term: Spring 2026

Next Term

Records Found: 1 (Showing: 1 - 1)

Show Per Page: 100

Page: 1

| CRN   | Subject | Course | Section | Full Name     | Campus | Lecture   | Request Date | Notetaker Names |
|-------|---------|--------|---------|---------------|--------|-----------|--------------|-----------------|
| 21111 | BIOL    | 31     | 001     | Sammy Spartan | MAIN   | Yes (LEC) | 12/14/2025   | Sammy Spartan   |

## Alternative Testing

Under Home on the left-hand side, click on Alternative Testing.

UPCOMING EXAMS

Session Extender: ON

ALTERNATIVE TESTING » UPCOMING EXAMS

UPCOMING EXAMS

COMPLETED FILES

FACULTY TEST ACCOMMODATION FORM

EXAM DATES

HOME

Overview

Alternative Formats

Alternative Testing

Notetaking Services

SIGN OUT

IMPORTANT MESSAGE

Faculty may view and manage all requested exams via the [Faculty Portal](#).  
Our [https://www.sjsu.edu/aec/docs/AEC%20Testing%20Guide\\_Updated%20Fall%202025.pdf](https://www.sjsu.edu/aec/docs/AEC%20Testing%20Guide_Updated%20Fall%202025.pdf) provides the process to support the administration of accommodated exams in all modes.  
For questions or concerns please contact AEC Testing at [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu).

FACULTY TEST ACCOMMODATION FORM

0

Courses without Faculty Test Accommodation Form  
Total Courses with Faculty Test Accommodation Form: 3

COURSES MISSING EXAM DATES

2

Number of Courses without Exam Dates

EXAMS WITHOUT FILES UPLOADED

10

Number of Exams without Files Uploaded

Upload To Exam Date

Upload To Individual Student

MISCELLANEOUS

Other Available Reports:

List Students

All Exams

Faculty will see overview and a list of Upcoming Exams Scheduled

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 10 (Showing: 1 - 10)

Show Per Page: 100Page: 1

| <input type="checkbox"/>                        | Status   | Detail                 | CRN   | Subject | Course | Section | Full Name     | Type | Exam Date  | Time Range              | Late | Location | Requested On |
|-------------------------------------------------|----------|------------------------|-------|---------|--------|---------|---------------|------|------------|-------------------------|------|----------|--------------|
| <input type="checkbox"/>                        | Approved | <a href="#">Detail</a> | 82026 | MPH     | 1      | 1       | Sammy Spartan | Exam | 08/07/2026 | 09:00 AM - 09:02 AM (2) |      | IS 223   | 07/15/2026   |
| <a href="#">Specify Instructions By Student</a> |          |                        |       |         |        |         |               |      |            |                         |      |          |              |
| <input type="checkbox"/>                        | Approved | <a href="#">Detail</a> | 82026 | MPH     | 1      | 1       | Sammy Spartan | Exam | 08/07/2026 | 09:00 AM - 09:02 AM (2) |      | IS 223   | 07/27/2026   |
| <a href="#">Specify Instructions By Student</a> |          |                        |       |         |        |         |               |      |            |                         |      |          |              |

## Exams Date

In the Alternative Testing Overview, Faculty will see the number of courses without Exam Dates assigned. Faculty can select the link to view the list of courses without exam dates.

ALTERNATIVE TESTING » FACULTY TEST ACCOMMODATION FORM

UPCOMING EXAMS

COMPLETED FILES

FACULTY TEST ACCOMMODATION FORM

EXAM DATES

IMPORTANT MESSAGE

Faculty may view and manage all requested exams via the [Faculty Portal](#).  
Our [https://www.sjsu.edu/aec/docs/AEC%20Testing%20Guide\\_Updated%20Fall%202025.pdf](https://www.sjsu.edu/aec/docs/AEC%20Testing%20Guide_Updated%20Fall%202025.pdf) provides the process to support the administration of accommodated exams in all modes.  
For questions or concerns please contact AEC Testing at [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu).

Previous Term

Term: Summer 2026

Next Term

Navigate To:

Courses without Exam Dates Specified

GO

REFINE SEARCH

STEP 1: SELECT COURSES (FOR BULK ACTIONS)

Records Found: 2 (Showing: 1 - 2)

Show Per Page: 100

Page: 1

| <input type="checkbox"/> | View                 | Copy                 | CRN   | Subject | Course | Section | Course Title             | Students | Exam Dates | Meeting Times | Notes                                            | Bulk Entry |
|--------------------------|----------------------|----------------------|-------|---------|--------|---------|--------------------------|----------|------------|---------------|--------------------------------------------------|------------|
| <input type="checkbox"/> | <a href="#">View</a> | <a href="#">Copy</a> | 61526 | MKP     | 1      | 1       | Summer 2026 MakeUp Exams | 2        | None       |               | Reminder: Please remember to specify Exam Dates. |            |
| <input type="checkbox"/> | <a href="#">View</a> | <a href="#">Copy</a> | 82026 | MPH     | 1      | 1       | MPH SUMMER COMP          | 2        | None       |               | Reminder: Please remember to specify Exam Dates. |            |

For the class the faculty wishes to add exam dates, select “View”.

» FACULTY TEST ACCOMMODATION FORM

---

**MKP 1.1 - SUMMER 2026 MAKEUP EXAMS (CRN: 61526)**

---

[FACULTY TEST ACCOMMODATION FORM](#)   [LIST EXAM DATES](#)   [COPY FACULTY TEST ACCOMMODATION FORM](#)

---

**Note:** Required fields are marked with an asterisk (\*).

| INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | LIST OF QUESTIONS                                                                                                                                                                                                                                                                                                                                                                        | CONTACT INFORMATION                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <p>Faculty: Review each TA submitted by a student; you will receive one TA per exam request. Ensure the request matches the date/time the class will be testing. <b>At least 48 hours</b> prior to scheduled exam email or upload required exam materials.</p> <p>Edits to exam instructions can be done on the <a href="#">FTA</a> or by emailing <a href="mailto:aec-exams@sjsu.edu">aec-exams@sjsu.edu</a>.</p> <p>To view exams requested, faculty are able to log into <a href="#">Faculty Portal</a>.</p> <p>For questions or concerns, please contact AEC Testing at (408) 924-6234 or at <a href="mailto:aec-exams@sjsu.edu">aec-exams@sjsu.edu</a>.</p> | <p><i>Question 1:</i> Provide exam date for each quiz, exam, and/or midterm. For final exam provide date &amp; start time. AEC will default to scheduled class time (unless otherwise noted on TA) when approving exams.</p> <div>Make up Exams - check email details</div> <p><i>Question 2:</i> Will exams start the beginning of class? *</p> <p>ⓘ Yes   <input type="radio"/> No</p> | <p>Phone Number *:</p> <div>United States of America (+1)   4089246234</div> |

Select “List Exam Dates” from the top menu.

| EXAM DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | EXAM DATE INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Type *:</p> <div>Select One ▾</div> <p>Date *:</p> <div><div>Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).</div><div>mm/dd/yyyy </div></div> <p>Time: ⓘ</p> <div>Select ▾   Select ▾</div> <p>Standard Length Of Exam (In Minutes) *:</p> <div><div>Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.</div><div></div></div> <p>Skip Automated Exam Reminder:</p> <div>No ▾</div> <p>Additional Note For Staff: ⓘ</p> <div></div> | <p><i>Question 1:</i> Standard time to complete exam</p> <div></div> <p><i>Question 2:</i> Is this an open book exam?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> E-book (Specify Title) (Additional Comment Required)</p> <p><input type="checkbox"/> Hardcopy of textbook (Specify title) (Additional Comment Required)</p> <p><input type="checkbox"/> Multiple textbooks (Specify title) (Additional Comment Required)</p> <p>Additional Comment:</p> <div></div> <p><i>Question 3:</i> Is a calculator allowed? *</p> <p><input type="radio"/> Not allowed</p> <p><input type="radio"/> Basic 4-function calculator</p> <p><input type="radio"/> Scientific calculator (non-graphing)</p> <p><input type="radio"/> Graphing calculator</p> <p><input type="radio"/> Other, if not specified AEC's default allowance is a basic 4</p> |

Detailed Exam instruction for the proctor can also be added through the same menu.

## Upload Exam:

Testing Overview will show the number of Exams without Files Uploaded. Files can be either uploaded in Bulk for a Exam Date or Individually to different students.

### **Bulk Upload:**

Faculty can select “Upload to Exam Date”. Select the applicable exam dates and click Upload Exam. Select the file and upload the exam to assign it to all selected exam dates.

[Home](#) >> [ALTERNATIVE TESTING](#) >> [SPECIFY EXAM DATE FOR MULTIPLE COURSES](#)

**Note:** Required fields are marked with an asterisk (\*).

**EXAM DATES**

- SUM 1.1 (CRN: 62026) - **Exam** - Friday, June 05, 2026 at 10:30 AM
- SUM 1.1 (CRN: 62026) - **Exam** - Friday, July 10, 2026 at 10:30 AM

**UPLOAD EXAM FILE**

**Note:** Exam files can be added on a continual basis.

Title Or Exam File Note \*:

Select File \* : ?

Choose File

No file chosen

**FORM SUBMISSION**

UPLOAD EXAM >

START OVER >

### **Individual Upload:**

Faculty can select “Upload to Individual Student”. Select the students(one or many students can be selected) then select the file and upload the exam to assign it to all selected students’ exam.

|                                     |                                             |        |       |     |   |   |               |      |            |                         |        |            |
|-------------------------------------|---------------------------------------------|--------|-------|-----|---|---|---------------|------|------------|-------------------------|--------|------------|
| <input checked="" type="checkbox"/> | Approved<br>Specify Instructions By Student | Detail | 62026 | MPH | 1 | 1 | Sammy Spartan | Exam | 08/12/2026 | 10:00 AM - 10:02 AM (2) | IS 223 | 07/15/2026 |
| <input checked="" type="checkbox"/> | Approved<br>Specify Instructions By Student | Detail | 62026 | MPH | 1 | 1 | Sammy Spartan | Exam | 08/13/2026 | 09:00 AM - 09:02 AM (2) | IS 223 | 07/15/2026 |
| <input type="checkbox"/>            | Approved<br>Specify Instructions By Student | Detail | 62026 | MPH | 1 | 1 | Sammy Spartan | Exam | 08/13/2026 | 09:00 AM - 09:02 AM (2) | IS 223 | 07/27/2026 |

**STEP 2: SELECT AVAILABLE OPTIONS**

**Note:** Required fields are marked with an asterisk (\*).

**UPCOMING EXAM FILE UPLOAD**

Please select at least one exam from the table above. Any exams uploaded through this method will only apply to the selected exams.

Title Or Exam File Note:

Select File \* : ?

Choose File

No file chosen

UPLOAD FILE >

**EXPORT SELECTED OR ALL UPCOMING EXAMS**

EXPORT EXAM DATA >