Guide to Student Accessibility Services' Online Faculty Portal

Student Accessibility Services
Schaffer Library - Room 222
P: 518-388-8785
E: sas@union.edu | testingcenter@union.edu
O: Student Accessibility Services webpage

What is Student Accessibility Services online portal?

- Student Accessibility Services (SAS) utilizes an online system to manage accommodations for students with documented disabilities.
- Students use the portal to apply for accommodations and request that accommodation letters be sent to faculty.
- Faculty are able to access the portal to review students' accommodations in a centralized location rather than by reviewing emails. (Use of the faculty portal is **optional**. You will still receive accommodation letters by email.)

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Student Accessibility Services Faculty Portal allows instructors to:

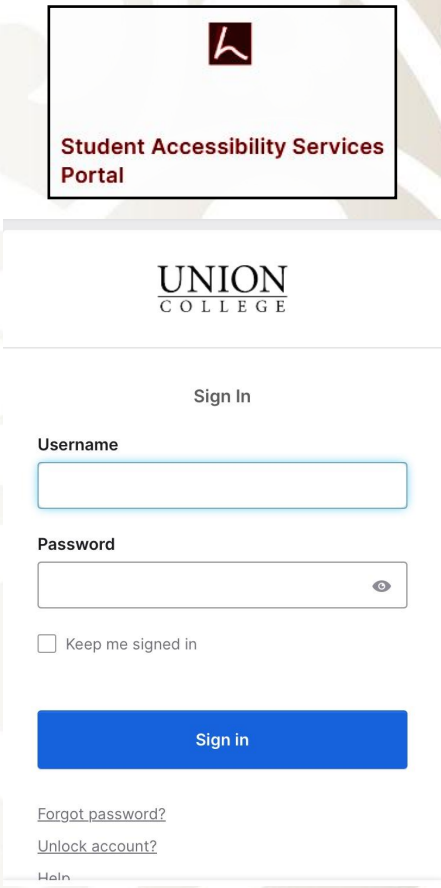
- View lists of students who have requested accommodations in your course individually or by course.
- Review accommodation letters from a central location without having to search your emails.
- Eventually, Testing Center scheduling may be enabled, streamlining the current process.

Logging in to the Faculty Portal

Faculty can access the SAS online portal through **MyApps**.

https://hunter.accessiblelearning.com/Union/instructor/

Login using your single sign-on (SSO) username and password.



Portal Homepage - FERPA Confidentiality Statement

HOME » INSTRUCTOR PORTAL

Username:

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 >

Student Roster and Accommodations

Use “Refine Search” to sort students by course

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

EXPORT DATA: STUDENTS

Records Found: 7 (Showing: 1 - 7) Show Per Page: 15 Page: 1

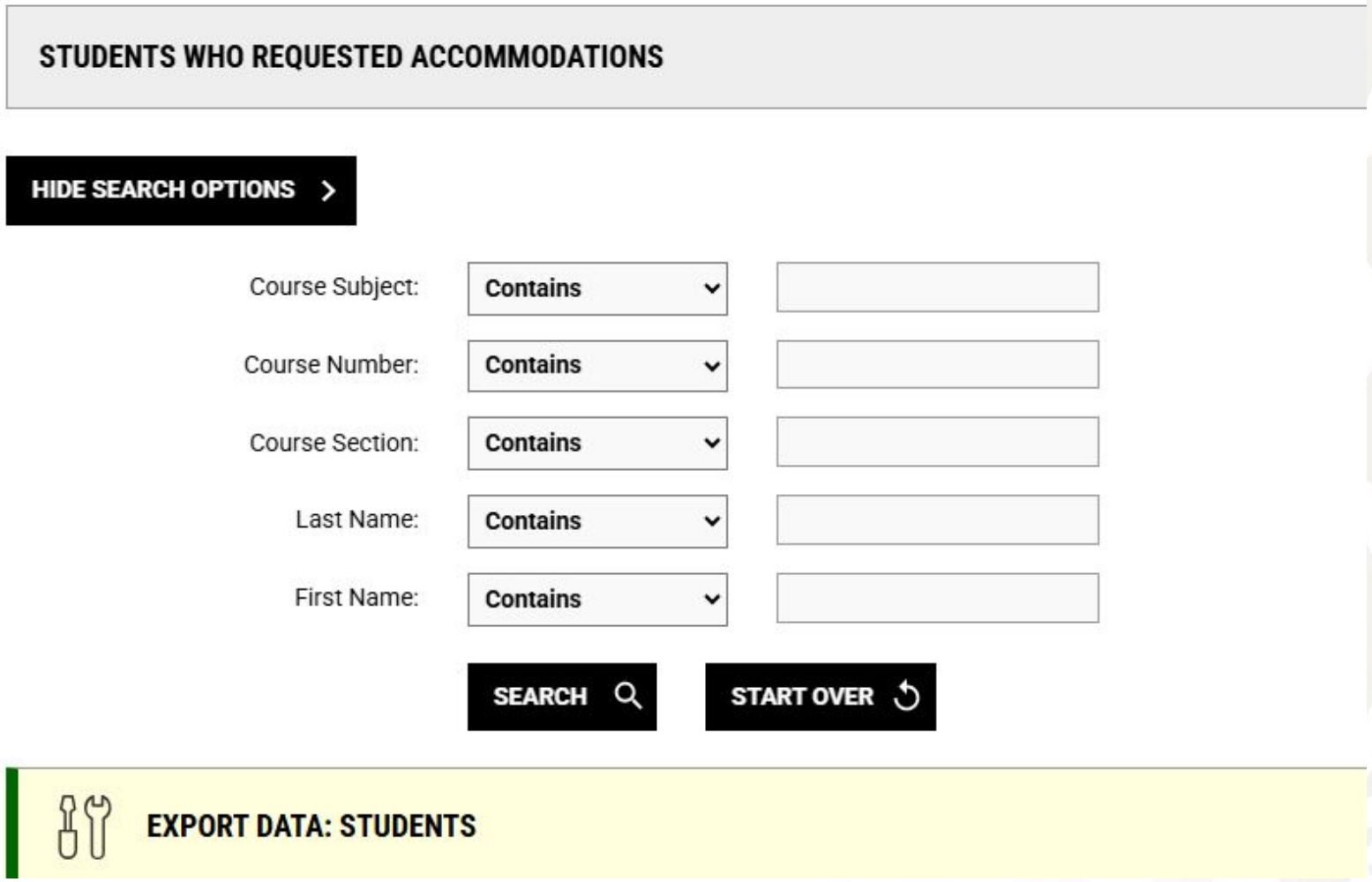
Section	Student's Full Name	Status	Request Date	Last Updated	Calculator	Distraction Limited Environment	Extra Time 1.50x	Extra Time 2.00x	Extra Time 2.0x for Math only
01	A	Emailed	01/15/2025	03/22/2025	Yes	Yes		Yes	
01	D	Emailed	01/13/2025	03/22/2025			Yes		
01	C	Emailed	01/07/2025	03/22/2025		Yes	Yes		
01	Is	Emailed	01/06/2025	03/22/2025		Yes	Yes		
01	Ja	Emailed	01/05/2025	03/22/2025		Yes	Yes		
01	El	Emailed	01/03/2025	03/22/2025		Yes	Yes		
01	To	Emailed	01/02/2025	03/22/2025			Yes		

Click to Sort Student's Full Name Ascending

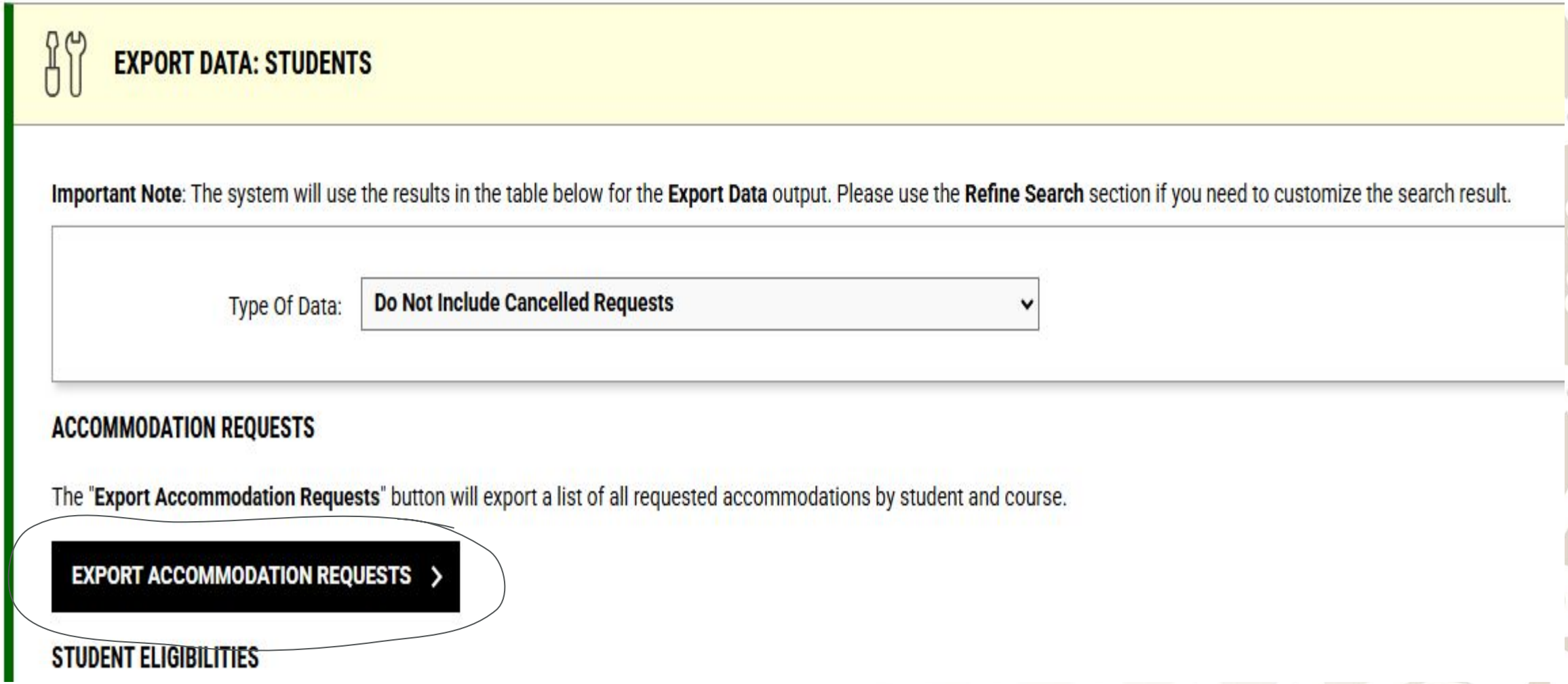
Student Names

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Search by course prefix, course number, course section, or student.



You can export your search result to a CSV (Excel) file where your students and their accommodations will be listed.



Thank you

Please reach out with any questions.

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