

DRC Instructor Portal Guide

The DRC portal provides access to the secure case management system used by the Disability Resource Center (DRC) to manage academic accommodations for students with disabilities at the University of Kentucky. Powered by AIM (Accessible Information Management), this system safeguards confidential student information and offers a centralized way to support students affiliated with the DRC.

When a student requests accommodations, instructors receive an email notification prompting them to log into the DRC Instructor Portal to review the student's Instructor Notification Letter (INL). This system streamlines communication by housing all accommodation letters in one convenient location, reducing the need to manage multiple emails.

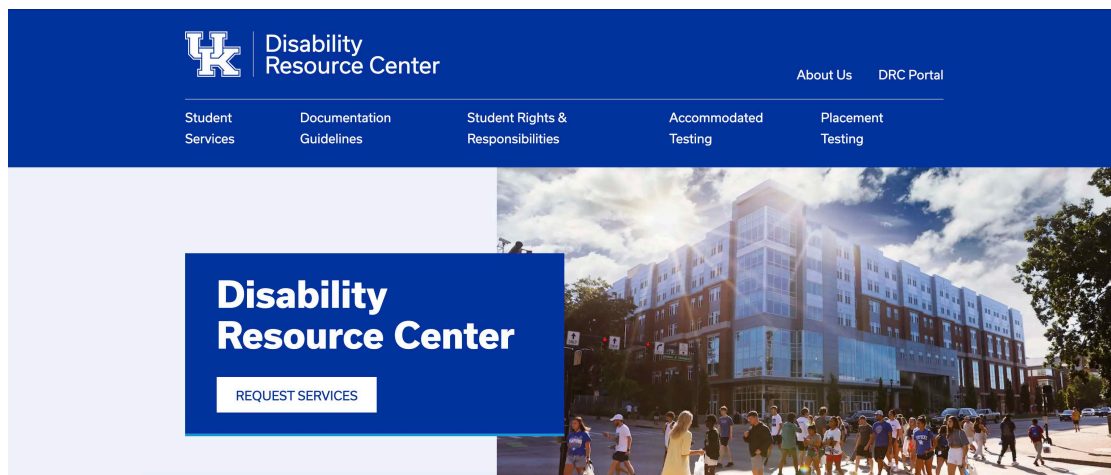
If instructors receive another notification for the same student later in the term, they are encouraged to review the student's history to identify any updates or additions to the student's accommodations. This history can be found at the bottom of the INL in the instructor portal.

While notifications are sent when students request accommodations, instructors are still encouraged to periodically check the DRC portal for updates—especially for late-semester additions. The DRC also recommends that students continue reaching out to instructors to discuss their accommodations and how they will be applied in each course.

Accessing the DRC Instructor Portal

Step 1

Go to the **Disability Resource Center** homepage and select [DRC Portal](#) from the top right hand side utility menu.



Step 2

Log into the [DRC Instructor Portal](#) using your single sign on (SSO) credentials, which are your UKY LinkBlue username and password. **Tip:** Consider bookmarking this link for accessing the portal in the future.

DRC Portal Login and Tutorials

Disability Resource Center / DRC Portal Login

DRC Student Portal

LOGIN

DRC Instructor Portal

LOGIN

Instructor Tutorials

[Instructor Portal User Guide](#)



[Course Flexibility Plan \(CFP\) Guide](#)



[Flexibility Rubric](#)



Step 3

Review the [Access Policy](#) and select [Continue to View Student Accommodations](#).

INSTRUCTOR PORTAL

HOME

[Online Services Home](#)
[Help](#)

SIGN OUT >

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 University of Kentucky'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.

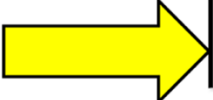
Reminders:

- 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:

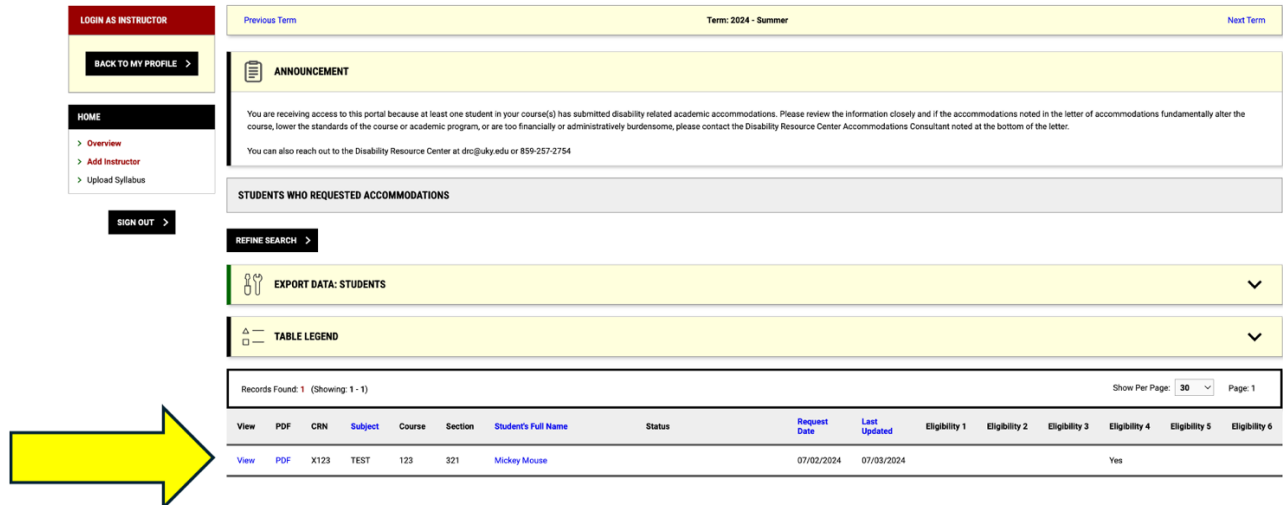
- Please **REFRAIN** from using SHARED (PUBLIC) COMPUTER.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >



Step 4

To review a student's accommodation letter, select **View** in the left column. You may also access a PDF of the INL as well as export your student list as a CSV. Students will be sorted by course and section (if you are an instructor in multiple course sections). If you need to be added as an instructor for a course or change instructor information, please contact drc@uky.edu. Once the INL is reviewed, the system will document when it was accessed and update the status.



LOGIN AS INSTRUCTOR

BACK TO MY PROFILE

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus

SIGN OUT

Previous Term Term: 2024 - Summer Next Term

ANNOUNCEMENT

You are receiving access to this portal because at least one student in your course(s) has submitted disability related academic accommodations. Please review the information closely and if the accommodations noted in the letter of accommodations fundamentally alter the course, lower the standards of the course or academic program, or are too financially or administratively burdensome, please contact the Disability Resource Center Accommodations Consultant noted at the bottom of the letter.

You can also reach out to the Disability Resource Center at drc@uky.edu or 859-257-2754

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH

EXPORT DATA: STUDENTS

TABLE LEGEND

Records Found: 1 (Showing: 1 - 1) Show Per Page: 30 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Eligibility 1	Eligibility 2	Eligibility 3	Eligibility 4	Eligibility 5	Eligibility 6
View	PDF	X123	TEST	123	321	Mickey Mouse		07/02/2024	07/03/2024					Yes	

Instructor Notification Letter (INL) Example



NAME: Mickey Mouse
DATE: Wednesday, July 24, 2024
TERM: 2024 - Summer
STUDENT ID: X0000001

TEST 123.321 - TEST CLASS (CRN: X123)

This student has submitted the required documentation to verify eligibility for accommodations. Please read carefully the information pertaining to specific accommodations for the student listed below. If requested, your prompt response will ensure the University of Kentucky is in compliance with Federal Statutes.

This student has submitted the required documentation to verify eligibility for academic accommodations in accordance with the ADA Amendments Act of 2008 (ADAAA), the Rehabilitation Act of 1973 as Amended, and the University Accommodation Procedure, the following accommodations must be made:

1. Alternative Formats

Student will need textbooks in alternate/digital format to allow for audible access the DRC can assist students in the procurement process. Please forward any requests to John.Caldora@UKY.edu

- *Braille*
- *E-Text*

2. Alternative Testing

Student requires accommodations related to testing. These accommodations can be provided by the department/faculty or by the Disability Resource Center Alternative Testing Center.

Further information can be provided
<https://www.uky.edu/DisabilityResourceCenter/content/faculty-instructions-accommodated-test-proctoring-services>

- *Ability to Utilize Dragon Naturally Speaking*
Use of voice to print software for testing