



UNIVERSITY OF MISSISSIPPI  
**STUDENT DISABILITY SERVICES**

## Tutorial

### Rebel Access Instructor-General Navigation

“Rebel Access Instructor” is an online portal for University of Mississippi Faculty/Instructors. If you have students in your class who are connected with Student Disability Services (SDS), you have access to view and provide information regarding accommodations for students. Faculty/Instructors are NOT required to use “Rebel Access Instructor”.

#### Utilizing “Rebel Access Instructor” you will be able to:

- View the list of students who have requested accommodations for your courses
- View Course Accessibility Letter from SDS
- View upcoming Exam Request submitted by students
- Provide proctoring information for your exams to SDS
- Upload Exams for SDS to proctor
- View Request for Alternative Formats (digital format of text books)

**Step 1:** Visit the SDS website, and select the “**Rebel Access**” button.

The screenshot shows the website's navigation bar with links: Home, About Us, Current Students, Parents, Faculty, SDS Testing Center, Resources, and FAQs. The main content area features a 'Welcome!' message and the SDS logo. Two buttons are visible: 'APPLY FOR SERVICES' and 'REBEL ACCESS'. The 'REBEL ACCESS' button is circled in red, and a red arrow points to it. To the right, there is a 'FOR ASSISTANCE' section with contact information: sds@olemiss.edu, 662-915-7128, 662-638-0379 (VP), 662-915-5972 (Fax), and 234 Martindale (Click for Map). Below this is the 'OFFICE HOURS' section: Monday-Friday 8am to 5pm. At the bottom, there are links for Policies, Forms, Student Privacy and Confidentiality, and Documentation Guidelines. A 'VISION' and 'MISSION' statement is also present at the bottom left.

**Step 2:** On the Rebel Access Portal page, select the “**Rebel Access Instructor**” button.

THE UNIVERSITY OF MISSISSIPPI Search UM

Student Disability Services

Home About Us Current Students Parents Faculty SDS Testing Center Diversity and Inclusion

## Rebel Access Portal

**i** Please click one of the buttons below to sign in to your respective Rebel Access Portal. Below the buttons is a section for tutorials to help guide you in learning how to use the Rebel Access Portals.

**Student Portal**

**Instructor Portal**

**Notetaker Portal**

**Interpreting Portal**

**Rebel Access Tutorials**

- [Rebel Access Student Tutorials](#)
- [Rebel Access Faculty/Instructor Tutorials](#)
- [Rebel Access Notetaker Tutorials](#)

MAIN OFFICE – MARTINDALE:

✉ [sds@olemiss.edu](mailto:sds@olemiss.edu)

☎ 662-915-7128

☎ 662-638-0379 (VP)

☎ 662-915-5972 (Fax)

📍 234 Martindale (Click for Map)

SDS TESTING CENTER – KINARD:

✉ [sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu)

☎ 662-915-2514

📍 366 Kinard Hall (Click for Map)

UM Commitment to Access & Inclusion

SDS Policies

Documentation Guidelines

Accommodation Information

SDS Appeal Process

**Step 3:** Sign in to Rebel Access using your Web ID information.

THE UNIVERSITY of MISSISSIPPI

## WebID Authentication Required

WebID:

Password:

[Password Help](#)

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**Step 4:** Read the “Reminders”. Select Continue to View Student Accommodations.

Problem with Login Sign In

# Accessible Information Management, LLC

http://www.AccessibleLearning.com

Home

Home » Instructor Homepage » Instructor Authentication Page

## INSTRUCTOR AUTHENTICATION PAGE

**REMINDERS**

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**

Continue to View Student Accommodations

**Step 5:** On the **OVERVIEW** Page, you can view the list of students who have requested accommodations.

My Dashboard Unified Blogs Staff Access Website Control

Home » Instructor Homepage » Overview

Accommodation Requests Search Students' Eligibilities

Return to Staff

## OVERVIEW

Previous Term Term: Fall 2018 Next Term

Click to Expand Advanced Search Panel

Sort Result: Course Information Sort

### LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TEST: Alternative Testing
- ARM: Alternative Formats
- CMA: Deaf and Hard of Hearing
- NTK: Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NTK	ARM	CMA	Status
View	12290052	ASL	101	Section 1	[REDACTED]		Yes			
View	12315870	ASL	102	Section 1	[REDACTED]		Yes			
View	12290054	ASL	201	Section 1	[REDACTED]	Yes				
View	12290055	ASL	201	Section 2	[REDACTED]		Yes		Yes	

**Step 6:** As shown in the figure below, select "**View**" to read the Course Accessibility Letter.

My Dashboard | Unified Blogs | Staff Access | Website Control

Home >> Instructor Homepage >> Overview

OVERVIEW Accommodation Requests | Search Students' Eligibilities

Previous Term Term: Fall 2018 Next Term

Sort Result: **Course Information** | Sort

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:

- TEST: Alternative Testing
- ARM: Alternative Formats
- CMA: Deaf and Hard of Hearing
- NTK: Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NTK	ARM	CMA	Status
<a href="#">View</a>	12290052	ASL	101	Section 1	[REDACTED]		Yes			
<a href="#">View</a>	12315870	ASL	102	Section 1	[REDACTED]		Yes			
<a href="#">View</a>	12290054	ASL	201	Section 1	[REDACTED]	Yes				
<a href="#">View</a>	12290055	ASL	201	Section 2	[REDACTED]		Yes		Yes	

Login As Feature | Return to Staff

Views and Tools

- > Overview
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

Important Dates

- > August 20  
Classes Begin - Fall Semester
- > September 03  
University Closed - Labor Day
- > October 29  
Early Registration Begins

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

**Step 7:** If you have a long list of students and would like to filter the list, use the **Advanced Search** option. Select "**Click to Expand Advanced Search Panel**" as shown in the figure below.

My Dashboard | Unified Blogs | Staff Access | Website Control

Home >> Instructor Homepage >> Overview

OVERVIEW Accommodation Requests | Search Students' Eligibilities

Previous Term Term: Fall 2018 Next Term

Sort Result: **Course Information** | Sort

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:

- TEST: Alternative Testing
- ARM: Alternative Formats
- CMA: Deaf and Hard of Hearing
- NTK: Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NTK	ARM	CMA	Status
<a href="#">View</a>	12290052	ASL	101	Section 1	[REDACTED]		Yes			
<a href="#">View</a>	12315870	ASL	102	Section 1	[REDACTED]		Yes			
<a href="#">View</a>	12290054	ASL	201	Section 1	[REDACTED]	Yes				
<a href="#">View</a>	12290055	ASL	201	Section 2	[REDACTED]		Yes		Yes	

Login As Feature | Return to Staff

Views and Tools

- > Overview
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

Important Dates

- > August 20  
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Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

**Step 8:** Enter the **Course Subject**, **Course Number** and **Section Number** (if desired), then select "**Search**" to view the students in this course.

**OVERVIEW** Accommodation Requests Search Students' Eligibilities

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Previous Term Term: Fall 2018 Next Term

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 **Click to Hide Advanced Search Panel**

Sort Result: Course Information Sort

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Accommodation Term: 2018 - Fall

Course Subject:

Course Number:

Section Number:

Sort By: Course Information

Search
Start Over

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**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

## Helpful Tips

If you do not see one of the courses you teach listed in Rebel Access Instructor, please contact SDS to ensure our records have you listed as an instructor for the course.

When viewing the **LIST OF STUDENTS WHO REQUESTED ACCOMMODATIONS**, you will quickly be able to see special column tags that identify who has made a request for specific accommodations. For example:

- The **TEST** column will be marked "Yes" if the student has requested testing accommodations.
- The **NTK** column will be marked "Yes" if the student has requested a notetaking accommodations.
- The **CMA** column will be marked "Yes" if the student has requested Communication Access services such as having an American Sign Language Interpreter, live captioning, or use of an Assistive Listening Device or similar accommodations.

- The **ARM** column will be marked “Yes” if the student has requested Accessible Reading Materials (Alternative Formats).

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION										
Legend:										
▪ <b>TEST:</b> Alternative Testing			▪ <b>ARM:</b> Alternative Formats							
▪ <b>CMA:</b> Deaf and Hard of Hearing			▪ <b>NTK:</b> Notetaking Services							
View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NTK	ARM	CMA	Status
View	12290052	ASL	101	Section 1	[REDACTED]		Yes			
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View	12290054	ASL	201	Section 1	[REDACTED]	Yes				
View	12290055	ASL	201	Section 2	[REDACTED]		Yes		Yes	

**NOTE:** Other column tags exist for other types of accommodations.

This concludes our tutorial on “Rebel Access Instructor-General Navigation”.

Questions or Problems? Contact SDS! Call: 662-915-7128

Email: [sds@olemiss.edu](mailto:sds@olemiss.edu) or [sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu)