How to complete Instructor Agreement-DRA Quick Guide

1. Click the link AIM Portal
   You might be asked to sign in. Use your MavZone username and password.
   Read and Sign Confidentiality Agreements if prompted.

2. After sending accommodations, navigate to the left menu under My Accommodations and select Agreement with Instructors at the bottom of the menu.
3. Select the course you want to make an agreement for and select Create Agreement with Instructor.

4. Read the information and answer the 5 questions according to your communication with your instructor.
5. Check the Terms and Conditions and Submit Agreement with Instructor. A copy will be sent to you, the instructor, and EAS and will be available to reference in your AIM portal under the Agreements with Instructors tab.