

PROFconnect

[PROFconnect](#) is an online data management system that instructors may use to view and manage accommodation related information for disabled students enrolled in their courses. PROFconnect is secure, uses an instructor's UWM credentials to log in, and offers an alternative to solely relying on email for this information.

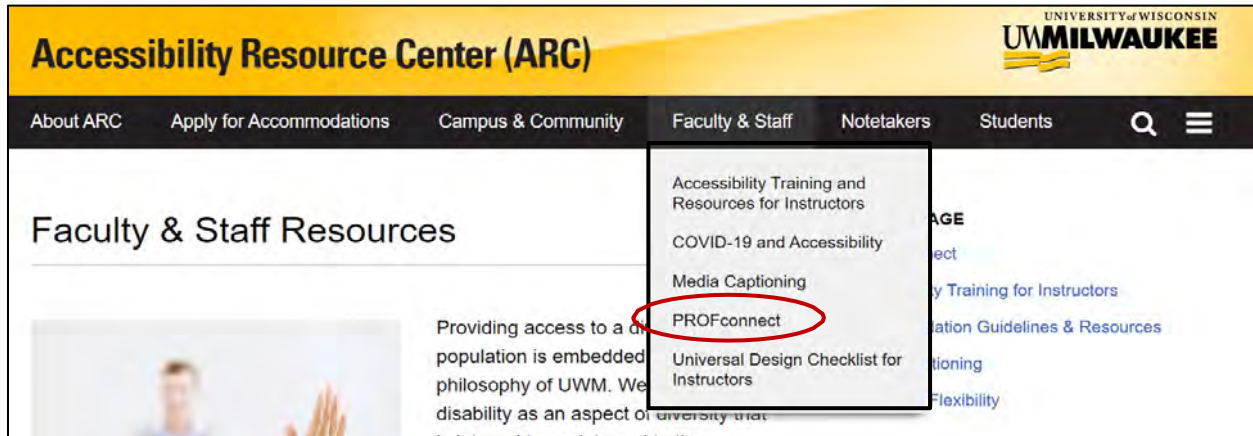
**To access any links within the document or sections within the TOC: ctrl + left-click.*

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Accessing PROFconnect

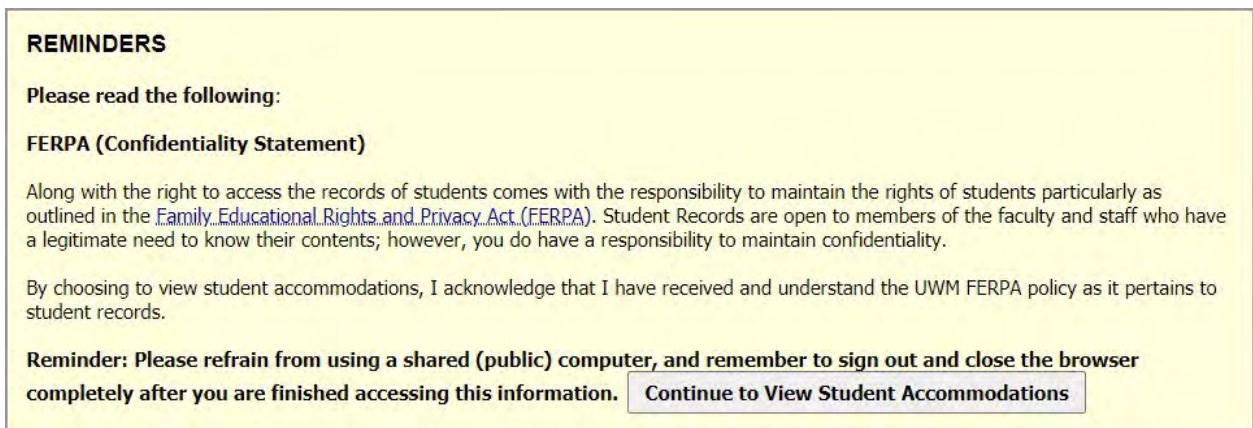
You may [access PROFconnect directly](#) or log in to PROFconnect from [ARC's main webpage](#). Simply choose the Faculty & Staff tab and scroll down to PROFconnect.



This link will take you to [PROFconnect information](#), where you will find a list of actions available in PROFconnect, as well as contact information for questions or concerns.

Instructor Authentication Page

Upon logging into PROFconnect with your UWM ePanther ID and password, the **Instructor Authentication Page** will appear first. This page includes important reminders about maintaining confidentiality and safely managing student information.



Click **Continue to View Student Accommodations** to acknowledge understanding of these reminders and to complete the log in process.

Home – Main Menu

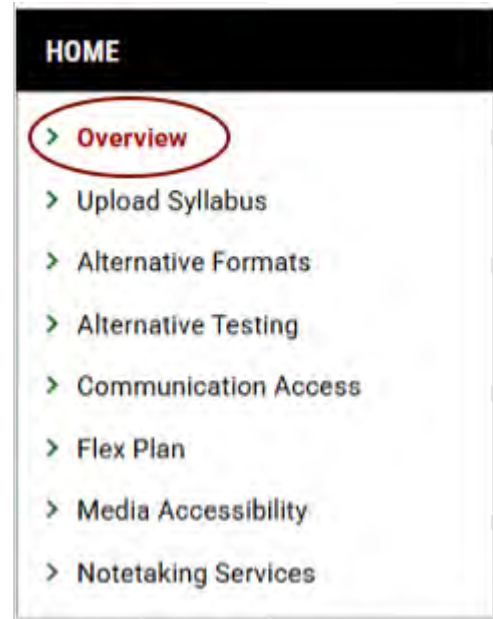
Home (in the left sidebar) shows your main menu from which you can access and adjust information pertaining to ARC students enrolled in your course(s). Each module listed under Home is explained below.

Overview

The Overview, essentially your dashboard, provides a list of students who have requested accommodations in your course(s) for the current term. In this list, you'll see the course and section numbers, the student's name, the date the student placed the request for accommodations, and other details.

Select **Next Term** (above the list of classes) to view information for the upcoming semester or **Previous Term** to see the last semester's information.

Click **View** in line with a student's name to see a copy of the Notification Letter you received with specific information about the student and their accommodations.

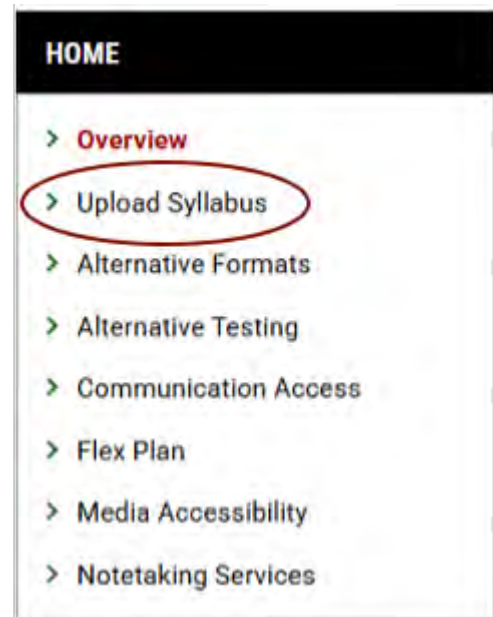


Upload Syllabus

The Syllabus page allows you to upload an electronic copy of your syllabus for your course(s), which helps ARC staff:

- Confirm test dates and times.
- Support communication access services.
- Identify required reading materials and determine workload priority, in case students request remediation of texts.

To upload a syllabus, simply enter the **File Information**. You can also download a syllabus from here and/or delete an old syllabus and upload a new, updated syllabus, when changes to the course have been made.



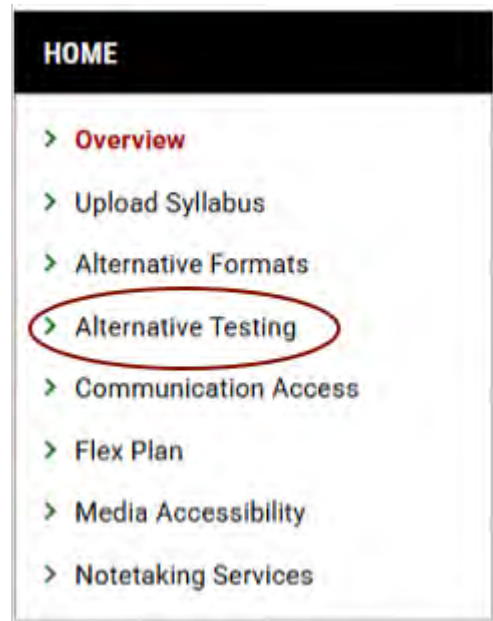
Alternative Formats

In Alternative Formats, instructors can view the name of the student(s) who requested this accommodation. However, this is the only information you may see, making this page less important to view.

Alternative Testing

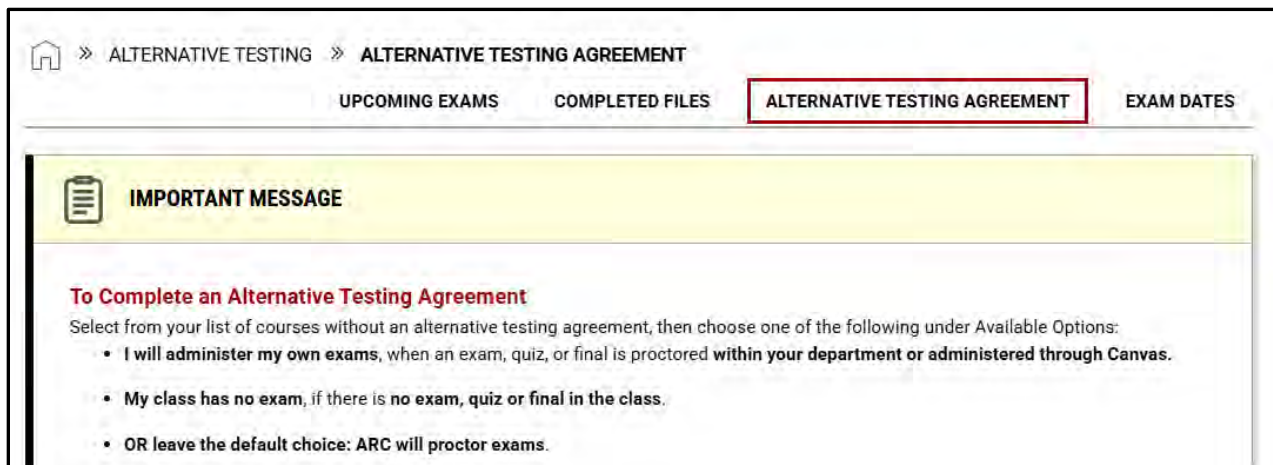
Alternative Testing is a critical section in PROFconnect to understand and use, as it enables you to manage an alternative testing agreement for your class, to copy the same agreement to another section of the same course, to upload exams for students scheduled to take an exam in ARC's testing center, and to view and/or modify exam dates and times you have already entered for a course.

This section is also where you go to download any completed exams that students take in ARC's testing center for your course.



To specify an alternative testing agreement:

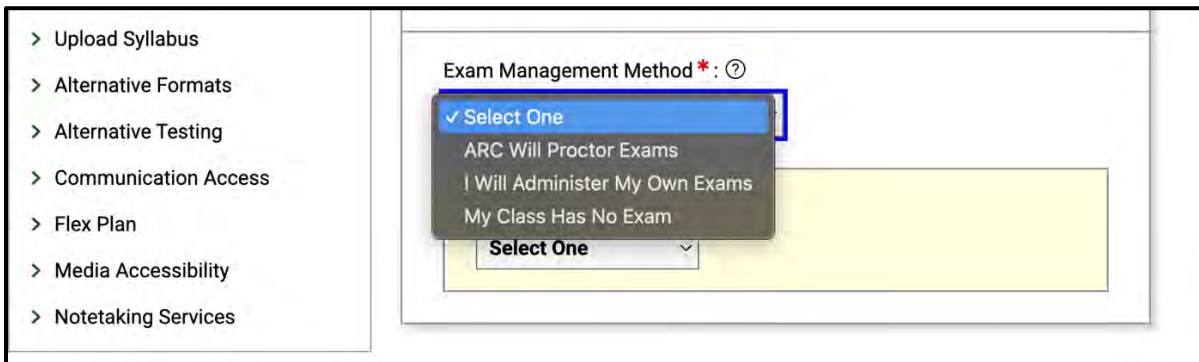
- o Review the Important Message, which explains how to complete an Alternative Testing Agreement, as well as important deadlines for submitting exam dates and uploading exams.
- o Go to the **Alternative Testing Agreement** tab just above the Important Message Window.

A screenshot of the Alternative Testing Agreement page in PROFconnect. The breadcrumb trail shows: HOME >> ALTERNATIVE TESTING >> ALTERNATIVE TESTING AGREEMENT. There are four tabs: UPCOMING EXAMS, COMPLETED FILES, ALTERNATIVE TESTING AGREEMENT (highlighted with a red box), and EXAM DATES. Below the tabs is a yellow banner with a document icon and the text 'IMPORTANT MESSAGE'. The main content area has a heading 'To Complete an Alternative Testing Agreement' and a sub-heading 'Select from your list of courses without an alternative testing agreement, then choose one of the following under Available Options:'. There are three bullet points: 'I will administer my own exams, when an exam, quiz, or final is proctored within your department or administered through Canvas.', 'My class has no exam, if there is no exam, quiz or final in the class.', and 'OR leave the default choice: ARC will proctor exams.'

- This window will always open to the current semester, so choose Next Term or Previous Term when searching for a course taught in a different semester.
- Scroll down and select the specific course for which you want to open and create or modify an agreement.
 - If a testing agreement has already been established and you would like to view or modify it, click **View** in the same row where the course name is listed. Modify any questions as needed.
 - If a testing agreement has not yet been established and you would like to complete one, choose **Specify** in the same row where the course name is listed. Complete the agreement per your course structure and/or any testing parameters for exams taken in ARC.
- When creating a new testing agreement, choose the best option for your



COURSE.

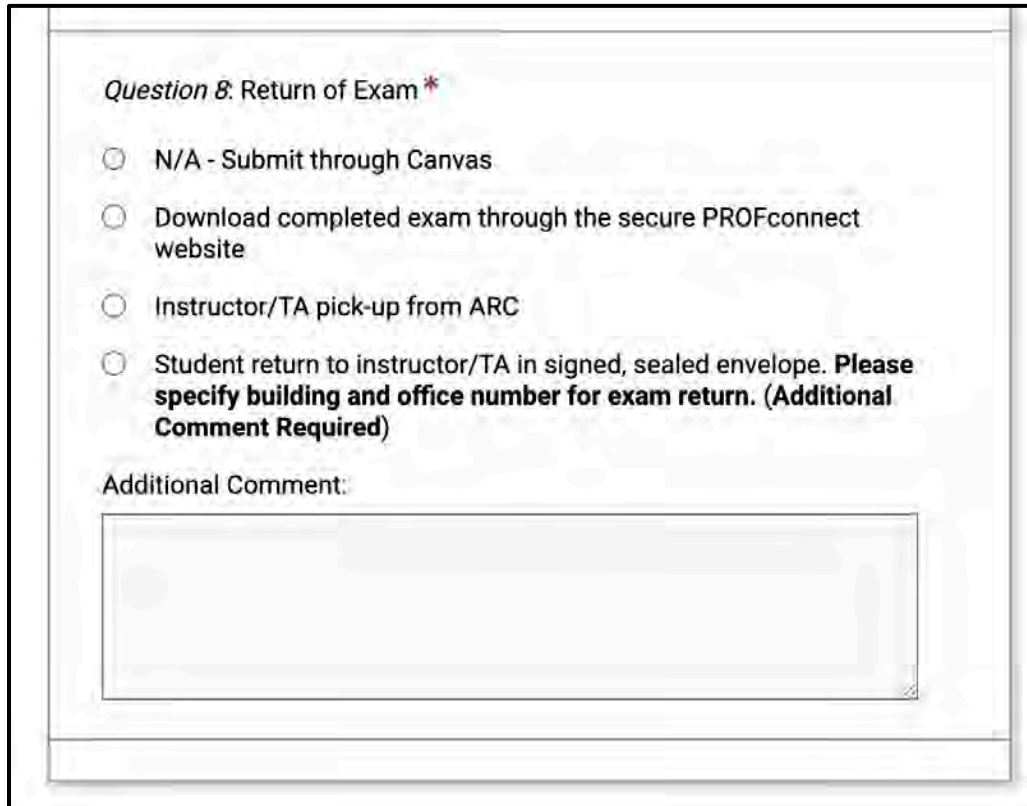


- If there are no exams for the entire semester, please select **My Class Has No Exam**. Click **Confirm to Proceed** and **Submit Your Selection**.
- If you are proctoring your own exams or if there are no exams in your class, please select **I Will Administer My Own Exams**. This may also be the best choice, when exams are proctored within your department or administered through Canvas. Click **Confirm to Proceed** and **Submit Your Selection**.

NOTE: In this case, you must still provide testing accommodations for the ARC student(s), such as time and a half, a place to test with minimal distractions, etc.

- If you choose, **ARC Will Proctor Exams and Confirm to Proceed**, you will be taken to a questionnaire, where you can enter specific parameters for any test takers in ARC, such as No Calculator or 1 page of notes allowed in testing room, etc.

Be sure to note how you would like the exam returned to you:



Question 8: Return of Exam *

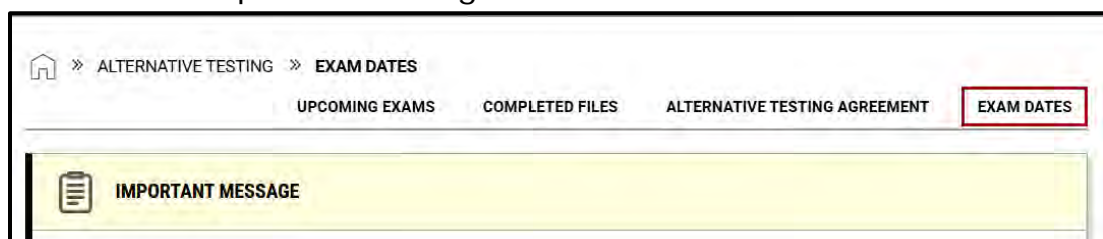
- N/A - Submit through Canvas
- Download completed exam through the secure PROFconnect website
- Instructor/TA pick-up from ARC
- Student return to instructor/TA in signed, sealed envelope. **Please specify building and office number for exam return. (Additional Comment Required)**

Additional Comment:

- Once you complete the form, choose **Submit and Continue To Specify Exam Dates**.

NOTE: You must enter at least one Exam Date and Time, before your Alternative Testing Agreement is marked as Complete.

If possible, please enter all Exam dates and times, including the course Final if there is one, so that students can schedule their exams in ARC well in advance. To view which exam dates and times you have already entered by choosing the **Exam Dates** tab just above the Important Message window.



» ALTERNATIVE TESTING » EXAM DATES

UPCOMING EXAMS COMPLETED FILES ALTERNATIVE TESTING AGREEMENT **EXAM DATES**

IMPORTANT MESSAGE

Important NOTE Regarding Alternative Testing:

Students are unable to schedule a test to be taken in ARC, until we receive an agreement from an instructor. Therefore, proactively submitting this agreement and exam dates streamlines the scheduling process for ARC students.

To Use the same Agreement for Multiple Courses or Sections

While you may have multiple students in your course using testing accommodations, you only need to complete one Testing Agreement per course. It is possible to use the same agreement for another course, or for another section of the same course.

- Go to the **Alternative Testing Agreement** tab just above the Important Message window.
- Scroll down to see the course with the Alternative Testing Agreement you want to copy to another course and/or section.
- Choose **Copy** next to View in line with the course just under the course number and title.

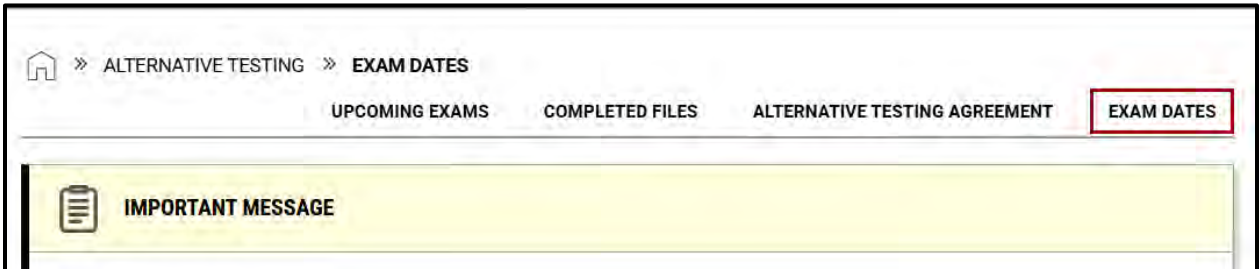
View	Copy	CRN	Subject	Course	Section	Course Title	Stu
View	Copy	[REDACTED]	[REDACTED]	100	401	[REDACTED]	2
View	Copy	[REDACTED]	[REDACTED]	292	002	[REDACTED]	Nor
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- Select the course to which you want to copy this agreement, then click **Continue**.

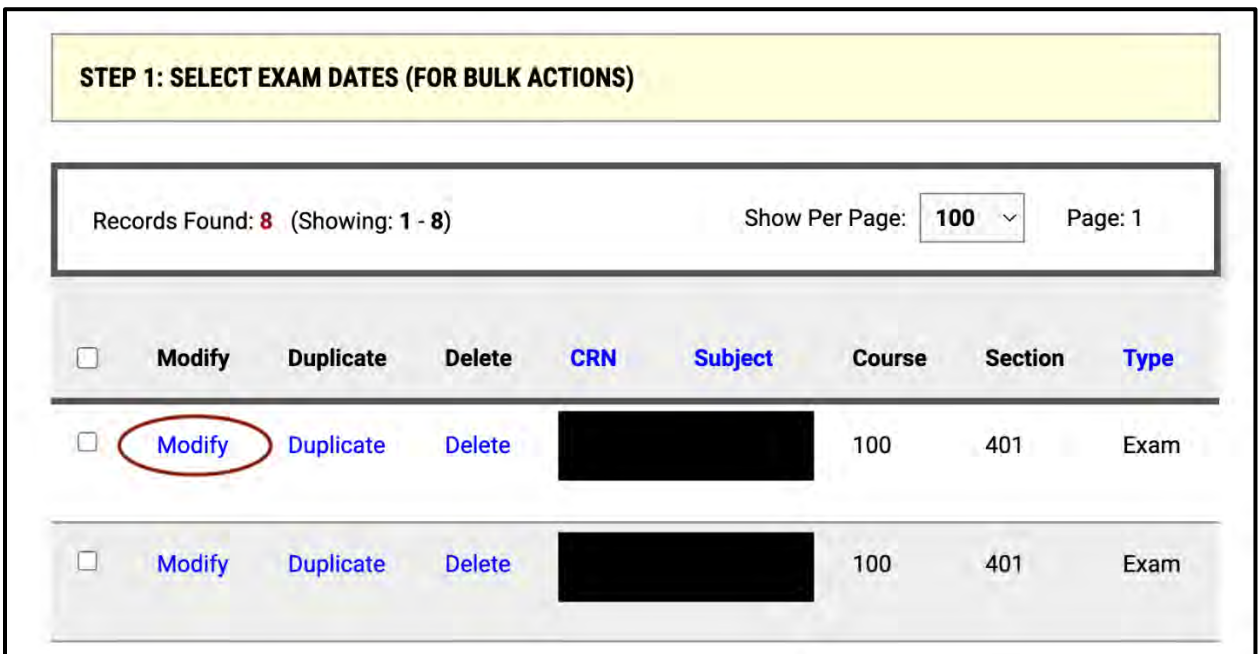
- **Adjust any exam dates and times** as needed, then choose **Copy Alternative Testing Agreement**.

To Upload An Exam for students scheduled to test in ARC

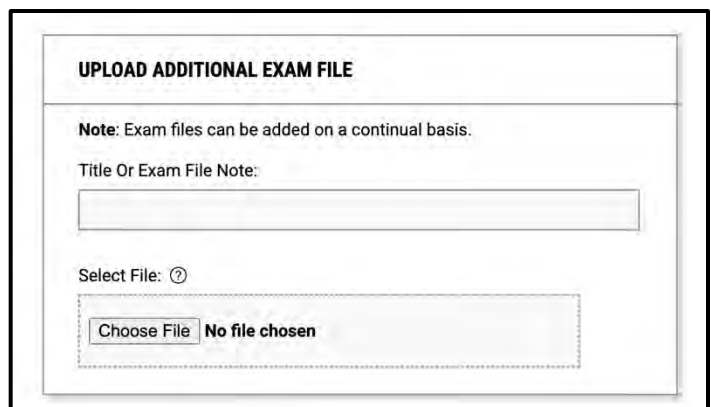
- Go to the Exam Dates tab just above the Important Message window.



- Choose Modify in the same row with the exam date for which you need to upload an exam.

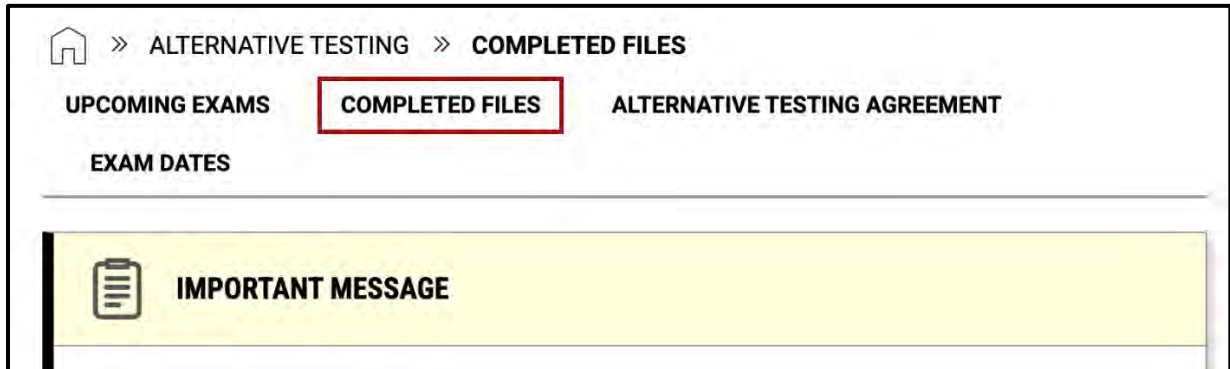


- Scroll down to **Upload Additional Exam File**.
- Choose your file, then scroll down to select **Update Exam Date** or **Update And Back To List Exam Dates**.



To Download a Completed Exam from PROFconnect

- Go to the Completed Files tab just above the Important Message window.



- Scroll down to find the course and student, whose exam you want to download.
- Click **Download** in line with the student's name (whose exam you want to download) and the exam date.
- Reach out to archelp@uwm.edu if you experience any trouble finding or downloading an exam.

NOTE: Once a semester has been completed (after semester grades are due), you are no longer able to download a student's exam and will need to reach out to ARC's testing coordinator.

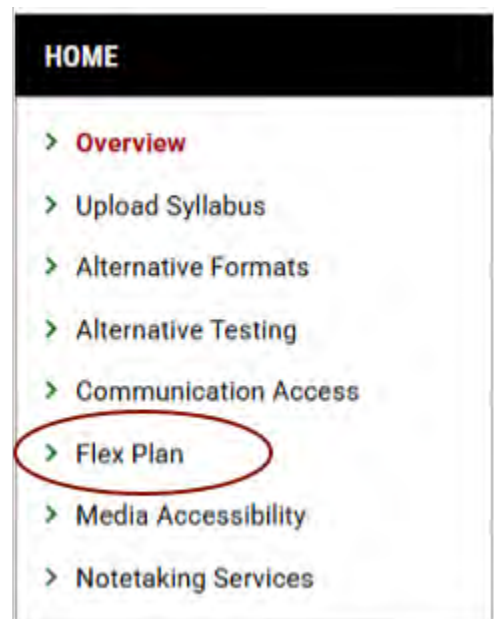
Communication Access

Communication Access provides information on which students in your course use Real-Time Captioning or Sign Language Interpreting.

Flex Plan

Provides several important details related to a student's Academic Flexibility accommodation.

Important Message contains links to view the [Default Flex Plans established by ARC](#) and/or details on how to [customize a flex plan](#). You can view the number of courses with and



without Flex Plans, as well as a list of courses for which an ARC student has academic flexibility and whether that plan has been customized.

If the plan is not customized, the status will read **Not Initiated**.

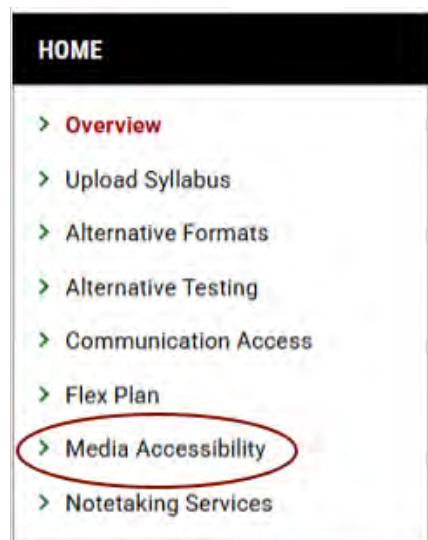
In this case, you must follow the default flexibility plan established by ARC, related to Academic Flexibility with Due Dates and/or Academic Flexibility with Attendance.

To customize a Flex Plan

- Choose View next to the course that is currently covered by a Flex Plan. In the next view, you'll see all the students who have flex plans and if the plans relate to Due Dates or Attendance (or both).
- If you choose to customize a plan, you only need to do one customized flex plan per class, not per student.
- Answer the questionnaire that follows.
- Upload a course syllabus.
- Choose Apply to all classes with the same course subject and course number in the same term (if this is applicable).
- Choose Initiate and Request Review.
- Once a plan is customized, status for this plan will change to **Waiting for Review**, and an ARC Access Specialist will look at your changes and/or notes. They may reach out with questions, or they may approve the customized plan as is.
- After a plan is approved, the status changes to **Complete**, and you (in PROFconnect) and the student (in ARConnect) will be able to view the details, ensuring you both have the same understanding about flexibility for the course.

Media Accessibility

When a student enrolled in your course is approved for Captioned Media, you will see Media Accessibility as an option in PROFconnect. This section has been available in the past for instructors to submit any course media that they need captioned, when an ARC student enrolled in their course. However, as of Spring 2026, instructors are responsible for the accessibility of media or any course material uploaded on Canvas, prior to the material or module being published. This is true, [whether or not you have](#)



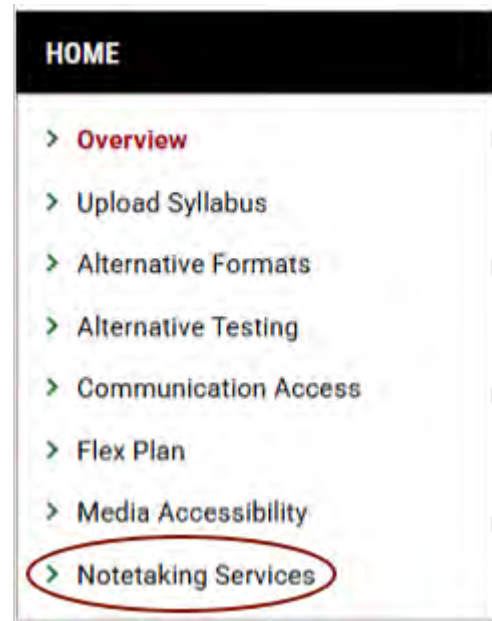
[an ARC student enrolled in your course.](#)

Review CASL's (CETL) resources on [Making Videos Accessible](#) in Canvas, consider [Digital Accessibility LinkedIn Courses & Videos](#) information (as curated by the UWM Digital Accessibility committee), or take the [UWM Accessibility Training](#) course on Canvas for everything you need to know to make your Canvas course site accessible.

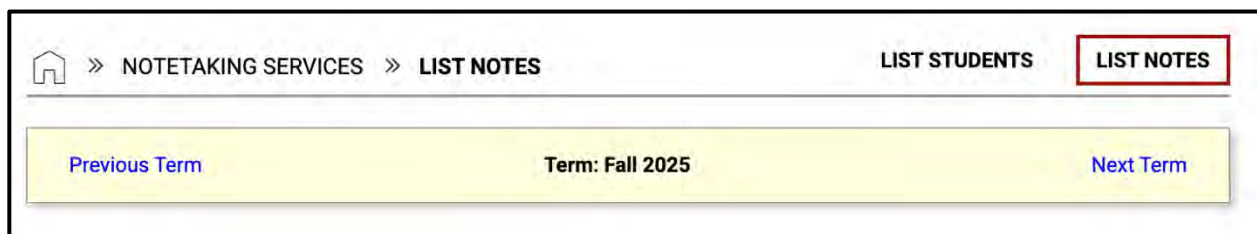
Notetaking Services

If a student enrolled in your course is approved for peer-to-peer notetaking, you will receive a letter at the beginning of the semester (or shortly before), asking for your help in finding a volunteer notetaker. You will also see this section in the sidebar menu in your PROFconnect profile.

Under **Notetaking Services**, and when a notetaking volunteer is assigned to your course, you will see a list of courses where a notetaker has been requested and the name of the notetaking volunteer, if/when a notetaker is assigned. The ARC student's name will be shown here as well.



You are always able to view any uploaded notes when choosing **List Notes** from the tab in the top right corner of this window.



During the first few weeks of a semester, you may receive more than one notification email asking for your help in securing a volunteer notetaker for a course, until a volunteer is found. Thank you for your patience and any help you can offer toward this accommodation.

Final Note

For student privacy, **please log out and close the browser when you are not working in PROFconnect.**

Contact Information for Support

If you have any questions or concerns related to PROFconnect, please contact ARC by [email](#) or by phone (414-229-6287).