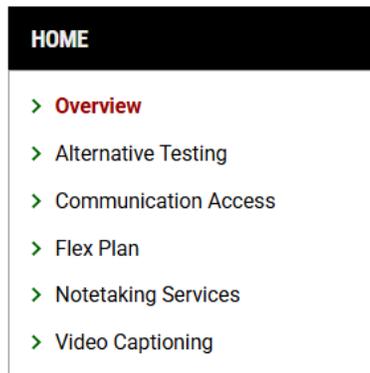# Flex Plan

Within the Instructor Portal in STARS, instructors can view the student's flex plan for any course. Instructors can also make changes to the flex plan if the responses are not what was discussed between the student and the instructor.

- Log into STARS and review the FERPA agreement before continuing to view accommodations.
- Navigate to the Flex Plan Module using the Home menu on the left-hand side of the page.

- Scroll down to find the course in which the Flex Plan needs to be reviewed and/or completed. The status will be shown beside View. If the status says, Waiting for Instructor Response, the flex plan needs to be completed by the instructor.
- Select View by the correct course information, to read the flex plan.

- If the flex plan is correct, in the form submission box select the checkbox to agree and Accept Flex Plan. If the flex plan needs updated, make the necessary changes and select Update and Request Review to send the plan back to the student.