

How Request Letters of Accommodation

1) Log in to your AIM Profile (bookmark for easy access)

- You may be prompted to sign agreements
- Your schedule will appear in the portal 1 week prior to courses starting

2) Request your accommodations

- From your Dashboard, click the **plus sign** to add requests.
 - Only select classes that require accommodations (internships, labs, discussions, non-lecture, or PE classes may not require accommodations)

The screenshot shows the 'OVERVIEW' page of the AIM Dashboard. On the left is a 'MY DASHBOARD' sidebar with links to Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, and My E-Form Agreements. The main content area shows 'Accommodation Requests AUTUMN 2024' with a large '0' and a button with a plus sign labeled 'Add Requests for 7 Classes'. An orange circle highlights this plus sign button. To the right is the 'STEP: SELECT COURSES' page, which lists seven demo courses with checkboxes. An orange circle highlights the 'CONTINUE TO NEXT STEP >' button at the bottom of this page.

- Select **Continue To Next Step**
- Select applicable accommodations for each course, acknowledge, and **submit request**.

The screenshot shows two side-by-side 'SELECT ACCOMMODATIONS' pages and a 'STEP: FINAL STEP' page. The left 'SELECT ACCOMMODATIONS' page shows 'Accommodation 2' selected. The middle 'SELECT ACCOMMODATIONS' page shows both 'Accommodation 1' and 'Accommodation 2' selected. The right 'STEP: FINAL STEP' page shows a checkbox for 'By submitting this request for Course Accessibility Letters to be sent for my accommodations this semester, I agree to:' which is checked. Below this are three bullet points: 'Communicate with my instructors about my accommodation requests.', 'Follow SLDS policies and procedures for my accommodations.', and 'Contact SLDS with any questions or concerns about my accommodations.' An orange circle highlights the 'SUBMIT REQUEST >' button at the bottom of the final step page.

3) Connect with your professors to discuss your accommodations and how they will work.

How to modify an accommodation request

- 1) Log into your AIM Profile
- 2) From your Dashboard, select a course.

Home » MY DASHBOARD » OVERVIEW

**Accommodation Requests
AUTUMN 2024**

4
Number of Requests
[View Request Detail](#)

+
Add Requests
for 3 Classes

List of Accommodation Requests:

- [DEMO 1100.1 - DEMO CLASS 1 \(CRN: 111\)](#)
- DEMO 2200.1 - DEMO CLASS 2 (CRN: 222)
- DEMO 3300.1 - DEMO CLASS 3 (CRN: 333)

- 3) On the right side, select or deselect accommodations you want to add or remove
- 4) Select **Update Request**

Home » MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

COURSE INFORMATION

Term:
Autumn 2024

Course:
DEMO 2200.1 - DEMO CLASS 2 (CRN: 222)

Type:
Not Specified

Campus:
Columbus

[Instructors and Meeting Times](#)

[BACK TO LIST](#)

REQUEST STATUS

Status:
Approved

Faculty Notification Letter:
Completed (Re-Send Request)

Approval Status:
Wednesday, November 20, 2024 at 01:45 PM
By: Brutus Buckeye

Notification Last Emailed:
Wednesday, November 20, 2024 at 01:45 PM

AVAILABLE ACTIONS

[SEND NOTIFICATION](#)

[GENERATE PDF](#)

ACCOMMODATIONS

Important Note: All changes to **approved** accommodation request will be placed under Pending Changes status for review.

SELECT ACCOMMODATIONS *

- ☐ Access to lecture slides in advance
- ☒ Accessible Text: Electronic Format with Searchable Text
- ☐ Captioned Videos
- ☒ Exam Accommodation: Distraction Reduced Testing Space: Small Group Setting
- ☐ Exam Accommodation: Extended Time 1.50x
- ☐ Interpreting
- ☐ Peer Notetaking Services
- ☐ Use of personal notetaking technology/apps

[UPDATE REQUEST](#)

[CANCEL REQUEST](#)