

Submit Accommodation Requests in AIM Student Portal

1. Log into the new [AU Access](#).

Explore the new [AUAccess!](#)

2. Click Discover More to find the Academic Accessibility tab.

DISCOVER MORE

3. Click **AIM Student Portal** under the Academic Accessibility header.

Academic Accessibility



Begin the Process for Accommodations



AIM Student Portal



Office of Accessibility



4. Click **Add Requests** to reveal class schedule.

MY DASHBOARD >> OVERVIEW

Accommodation Requests
2024 - FALL

0
Number of Requests

+
Add Requests
for 2 Class(es)

No Accommodation Request Found
for 2024 - Fall

ACCOMMODATION REQUESTS

How to Request Accommodations ▾

STEP: SELECT COURSES

FAKE 1000.001 - INTRO TO AIM (CRN: 001)

FAKE 2000.002 - AIM THEORY (CRN: 002)

Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP >

5. Check box next to course(s) you wish to submit accommodations and click **Continue to Next Step**.

ACCOMMODATION REQUESTS

How to Request Accommodations ▾

STEP: SELECT COURSES

FAKE 1000.001 - INTRO TO AIM (CRN: 001)

FAKE 2000.002 - AIM THEORY (CRN: 002)

Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP >

6. Customize request(s) per course. Check accommodation(s) for each course or **Select All** for course.

FAKE 1000.001	FAKE 2000.002
Course Title: FAKE 1000.001 - Intro To Aim (CRN: 001)	Course Title: FAKE 2000.002 - Aim Theory (CRN: 002)
<i>Course Detail</i> ▼	<i>Course Detail</i> ▼
SELECT ACCOMMODATIONS	SELECT ACCOMMODATIONS
<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Copies of Lecture Materials <input checked="" type="checkbox"/> Extra Time 1.50x <input checked="" type="checkbox"/> Record Lectures (Audio) <input checked="" type="checkbox"/> Reduced Distraction Testing Environment	<input type="checkbox"/> Select All <input type="checkbox"/> Copies of Lecture Materials <input checked="" type="checkbox"/> Extra Time 1.50x <input type="checkbox"/> Record Lectures (Audio) <input checked="" type="checkbox"/> Reduced Distraction Testing Environment
<input type="checkbox"/> I do not need accommodation for this course: FAKE 1000.001.	<input type="checkbox"/> I do not need accommodation for this course: FAKE 2000.002.

7. Click **Submit Request**

STEP: FINAL STEP

SUBMIT REQUEST > ←

START OVER >

8. You have now completed an accommodation request. OA will email a **Faculty Notification Letter (FNL)** with the description of your accommodations to you and the instructor.