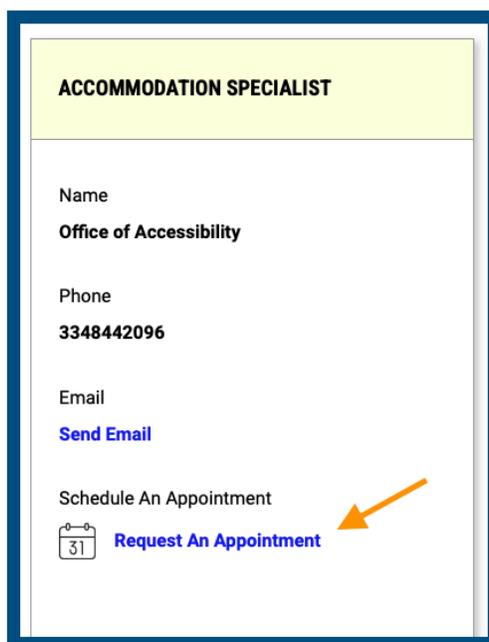
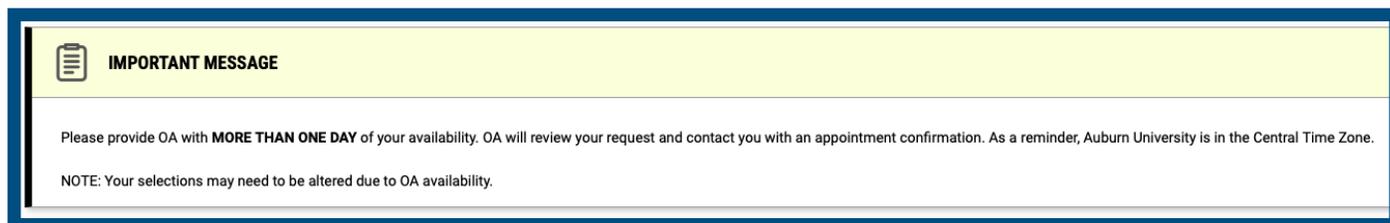


# Appointment Request in AIM Student Portal

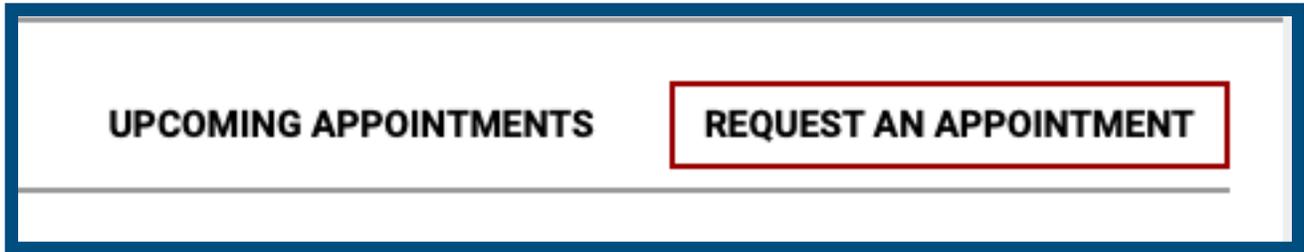
1. Log into new AIM Student Portal
2. Click **Request An Appointment** under **Accommodation Specialist**.



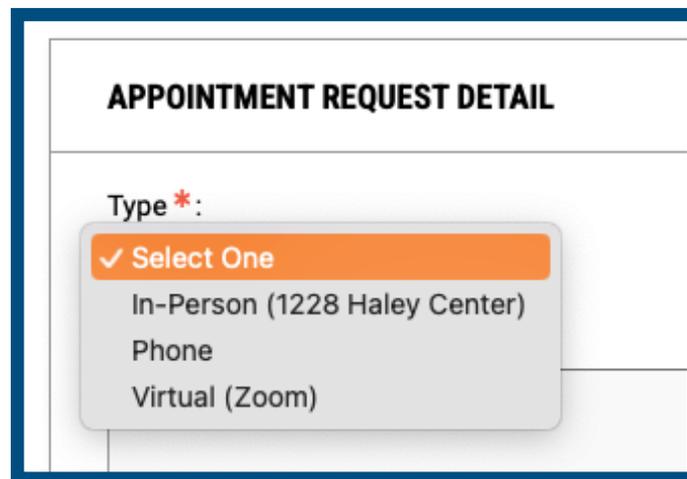
3. Review **Important Message**.



4. Click **Request An Appointment** on the upper right hand side of screen.



5. Provide **Appointment Request Detail Type** (in-person, virtual, or phone) in the drop down menu and provide a **Note or Concerns** for appointment.



A screenshot of a form titled 'APPOINTMENT REQUEST DETAIL'. Below the title, the label 'Type \*:' is followed by a dropdown menu. The dropdown menu is open, showing four options: 'Select One' (highlighted in orange), 'In-Person (1228 Haley Center)', 'Phone', and 'Virtual (Zoom)'. The form is enclosed in a blue border.



A screenshot of a text area labeled 'Note Or Concerns \*:'. The text area is empty and is enclosed in a blue border.

6. Check an **Appointment Purpose**.

**Appointment Purposes \***

**Hint:** You are required to make a minimum of 1 selections and a maximum of 50 selections.

**Appointment Purpose**

<input checked="" type="checkbox"/> 01 - Setup Accommodations	<input type="checkbox"/> 02 - General Information
<input type="checkbox"/> 03 - Housing	<input type="checkbox"/> 04 - Parking
<input type="checkbox"/> 05 - Dining	<input type="checkbox"/> 06 - Accommodation Concern
<input type="checkbox"/> 07 - Change/Update Accommodation	<input type="checkbox"/> 09 - Proctored Exams
<input type="checkbox"/> 10 - Glean Training	<input type="checkbox"/> 11 - Other

7. **Select Your Availability.** Make a minimum of 6 selections.

**NOTE:** Please avoid choosing availability on **ONLY** one day. Provide multiple days to better assist Accommodation Specialists with scheduling.

**SELECT YOUR AVAILABILITY \***

**Hint:** You are required to make a minimum of 6 selections and a maximum of 20 selections.

**WEDNESDAY, AUGUST 14, 2024**

<input checked="" type="checkbox"/> 09:00 AM - 09:30 AM	<input type="checkbox"/> 09:30 AM - 10:00 AM
<input type="checkbox"/> 10:00 AM - 10:30 AM	<input checked="" type="checkbox"/> 10:30 AM - 11:00 AM
<input checked="" type="checkbox"/> 11:00 AM - 11:30 AM	<input type="checkbox"/> 01:00 PM - 01:30 PM
<input type="checkbox"/> 01:30 PM - 02:00 PM	<input type="checkbox"/> 02:00 PM - 02:30 PM
<input type="checkbox"/> 02:30 PM - 03:00 PM	<input type="checkbox"/> 03:00 PM - 03:30 PM
<input checked="" type="checkbox"/> 03:30 PM - 04:00 PM	<input type="checkbox"/> 04:00 PM - 04:30 PM

**THURSDAY, AUGUST 15, 2024**

<input checked="" type="checkbox"/> 09:00 AM - 09:30 AM	<input type="checkbox"/> 09:30 AM - 10:00 AM
<input type="checkbox"/> 10:00 AM - 10:30 AM	<input checked="" type="checkbox"/> 10:30 AM - 11:00 AM
<input type="checkbox"/> 11:00 AM - 11:30 AM	<input type="checkbox"/> 01:00 PM - 01:30 PM

8. Click **Add Appointment Request**.



9. Your primary Accommodation Specialist will review your request, schedule the appointment, and send an Outlook calendar invitation.