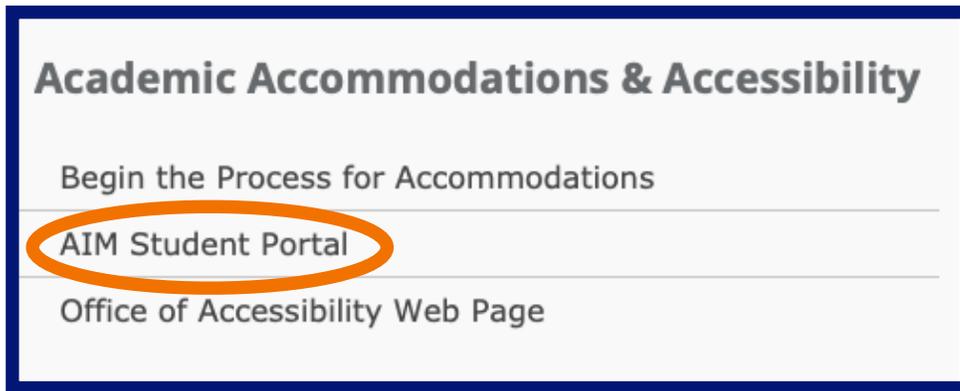


# How to Submit an Accommodation Request

1. Login to **AU Access**.
2. Click **AIM Student Portal** under the Academic Accommodations & Accessibility header.



3. Scroll down the page to find Step 1: Select Class(es).

Select Accommodations for Your Class

**Important Note**

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Office of Accessibility.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

**Step 1: Select Class(es)**

- Spring 2024** - FAKE 1000.001 - AIM FOR BEGINNERS (CRN: 00241)
- Spring 2024** - FAKE 2000.002 - AIM THEORY (CRN: 00242)
- Spring 2024** - FAKE 3000.003 - LAB FOR AIM (CRN: 00243)
- Spring 2024** - FAKE 4000.004 - AIM PRACTICUM (CRN: 00244)

**Step 2 - Continue to Customize Your Accommodations**

4. Check box next to the classes you wish to submit accommodations and click Step 2 - Continue to Customize Your Accommodations.

**Step 1: Select Class(es)**

- Spring 2024** - FAKE 1000.001 - AIM FOR BEGINNERS (CRN: 00241)
- Spring 2024** - FAKE 2000.002 - AIM THEORY (CRN: 00242)
- Spring 2024** - FAKE 3000.003 - LAB FOR AIM (CRN: 00243)
- Spring 2024** - FAKE 4000.004 - AIM PRACTICUM (CRN: 00244)

**Step 2 - Continue to Customize Your Accommodations** 

5. Check box(es) to select accommodation(s) for each class and click Submit Your Accommodation Requests.

**Final Step: Select Accommodation(s) for Each Class**

**FAKE 1000.001 - Aim For Beginners (CRN: 00241)**

Instructor(s): **Professor AIM**  
Days and Time(s): **MWF at 08:00 AM - 08:50 AM**  
Date Range(s): **01/10/2024 - 05/03/2024**  
Location(s): **Haley 1228**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for FAKE 1000.001**

Alternative Testing       Copies of Lecture Materials       Record Lectures (Audio)

 **Submit Your Accommodation Requests**      **Back to Overview**

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

### **What Comes Next?**

- After sending the FNL, students must follow-up with instructors to communicate about specific accommodation needs.
- Accommodations are not retroactive, so timely communication is important. Please note, if you do not communicate with instructors, your accommodations may not be provided.
- In-person or Zoom meetings are encouraged but not required for basic accommodations (Ex: extended test time). Faculty can communicate their plan for providing basic accommodations to students over email.
- If you have a specific question(s) for one of our specialists, [please email them directly](#) or [schedule an appointment](#).