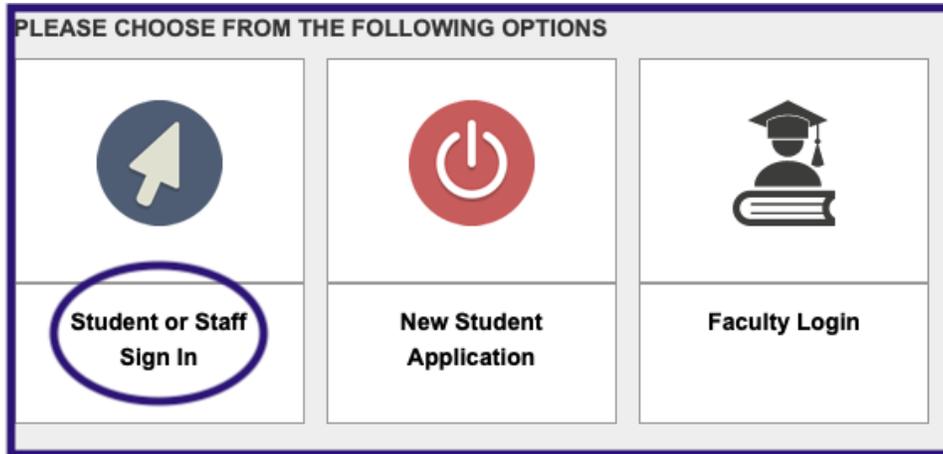
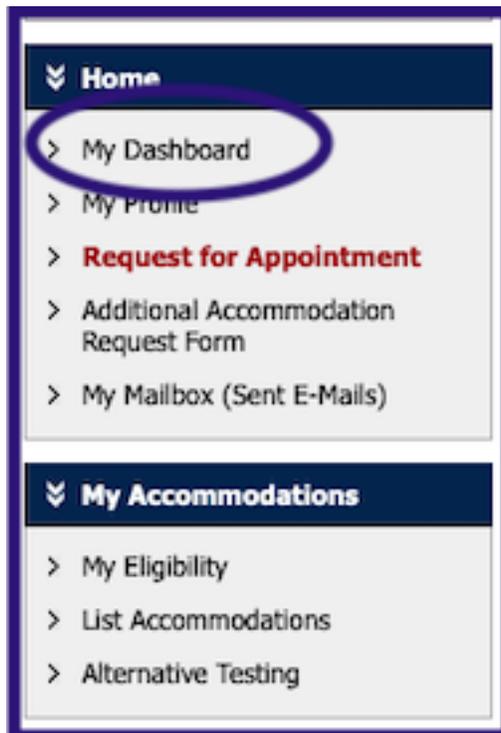


# How to Request Accommodations

1. Log in to AIM with your AU credentials: <https://bachelor.accessiblelearning.com/s-Auburn/> (Hint: bookmark this link for your convenience)



2. Click on **My Dashboard** on the left hand side of page



## How to Request Accommodations

3. Scroll down and find **Select the Class(es)**. Choose classes and click Continue to Customize Your Accommodations.

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

- Spring 2022** - TEST 100.1 - INTRO TO AIM (CRN: X001)
- Spring 2022** - TEST 200.1 - INTRO TO AIM 2 (CRN: X002)
- Spring 2022** - TEST 300.1 - INTRO TO AIM 3 (CRN: X003)
- Spring 2022** - TEST 400.1 - INTRO TO AIM 4 (CRN: X004)

Step 2 - Continue to Customize Your Accommodations

4. Select which accommodations you require for each course and click Submit Your Accommodation Requests. Your letters will be emailed to you and your instructors once the OA staff approve your request.

**Select Accommodation(s) for TEST 100.1**

- Alternative Testing
- Copies of Lecture Materials
- Record Lectures (Audio)

Submit Your Accommodation Requests    Back to Overview

**NOTE: Alternative Testing** includes all of your testing accommodations. They will all print out individually on your letters. Click on **My Eligibility** on the left hand side to see a complete list of your approved accommodations

**Home**

- > My Dashboard
- > My Profile
- > **Request for Appointment**
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility ←
- > List Accommodations
- > Alternative Testing

1. **Alternative Testing**

- o Extra Time 1.50x
- o Reduced Distraction Testing Environment

2. **Classroom Accommodations**

- o Copies of Lecture Materials
- o Record Lectures (Audio)

# How to Request Accommodations

## Additional Notes:

- A copy of your Faculty Notification Letter will be emailed to you. Because each letter is customized for each individual course, **you will get a letter for each of your classes.**
- If you add a course during drop/add, you must log in and request your Faculty Notification Letter for the new course.

**REMINDER:** Your accommodations will be inactive until the meeting with your instructor occurs. Review your instructor's syllabus for instructions on scheduling appointments to discuss accommodations. If you have any questions or concerns please contact your accommodation specialist at (334)844-2096 or stop by the Office of Accessibility, 1228 Haley Center.

Please contact OA if you experience any difficulty as we migrate to this new system. [accessibility@auburn.edu](mailto:accessibility@auburn.edu)