

# STUDENT

## CHOOSES THEIR ACCOMMODATIONS FOR EACH COURSE

**\*At this point, the student has all of their paperwork in order. Their Access & Accommodation Services (A&AS) Registration form and documentation has been entered in AIM. They have had their intake with their A&AS Counselor and accommodations for the term have been agreed upon.**

\*Note—When you log into AIM if you want to increase the font on the screen so you can see it more easily, simply hold down “Ctrl” and “+” at the same time.

\*If you have made the screen too large and want to shrink it, simply hold down “Ctrl” and “-“ till you have the screen at the desired font so it can be easily read.

You may also use “Ctrl” and roll the wheel on top of the mouse (at the same time) up for larger and down for smaller.

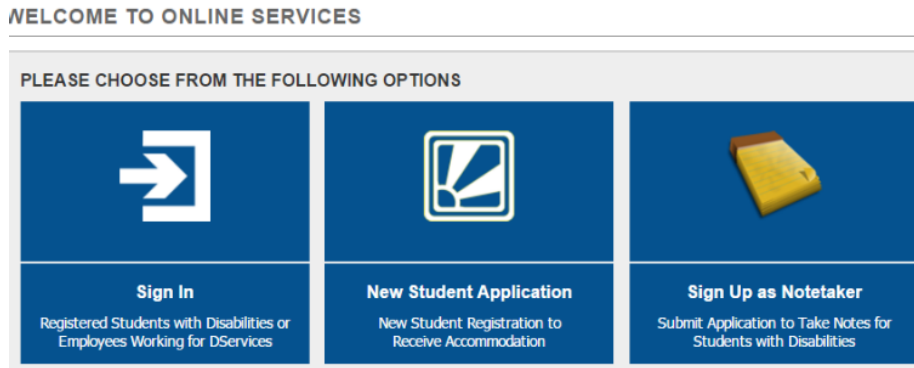
**\*\*The student is now ready to request their accommodations for each course in AIM.**

1. The student will log into AIM.
  - a. The student should sign in using the new sign-in format
  - b. Log into [www.astate.edu](http://www.astate.edu)
  - c. Click on my.AState
  - d. Login using your usual network credentials (you will no longer use your password you previously set up for AIM)
  - e. Under LAUNCHPAD to the left, click on STUDENT
  - f. Scroll to the bottom of the list and Click on AIM
    - i. THIS WILL TAKE YOU DIRECTLY TO AIM

YOU MAY ALSO GET INTO AIM BY USING THE FOLLOWING INSTRUCTIONS

- a. [www.astate.edu](http://www.astate.edu)

- b. A-Z index (top right corner of screen)
- c. Click on “D”, then click on Access & Accommodation Services
- d. Click on AIM A&AS PORTAL, which will take you to the screen below



- g. If this does not take you directly to AIM, it may take you to the my.AState login. You will use your usual my.AState login credentials. You will no longer use your AIM password that you previously set up.  
\*If you experience problems logging into my.AState or AIM, try another browser. For example, if you are using CHROME, try INTERNET EXPLORER or vice versa.
2. Action Required—if the student has e-texts, they will need to complete the **A-State Alternative Format Agreement**. Simply click on “A-State Alternative Format Agreement”.
    - a. At the bottom of the form under “Your Consent”, signatures are accomplished simply by the student typing their name (exactly as it is displayed on the screen) in the blank.
    - b. Click on “Submit Form”
  3. Scroll down to “Select Accommodations for your class”. See screenshot below.
    - a. Read the “Important Note” in the yellow box
    - b. Go to “Step 1: Select Classes” See Screenshot below

- c. Check each class you are requesting accommodations for the term.  
See Screenshot below.

**Select Accommodations for Your Class**

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact A-State Office of Disability Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

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

- [Requested] Fall 2016** - ART 2503.002 - FINE ARTS VISUAL (CRN: 60018)
- [Requested] Fall 2016** - BIO 1013.004 - MAKING CONNECTIONS BIOLOGY (CRN: 60824)
- Fall 2016** - BIO 1301.004 - BIOLOGY OF ANIMALS LABORATORY (CRN: 60712)

4. Checkmark all of the courses that are listed for the academic term.
5. The student will need to click on “Step 2- Continue to Customize Your Accommodations” See Screenshot below.

By continuing to Step 2 (Continue to Customize Your Accommodations), you are agreeing that you are customizing your available accommodations for your course to fit your needs. You may choose all available accommodations or just the ones that you intend to use for a specific course.

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

**LIST ACCOMMODATIONS FOR SUMMER 2016**

6. When you click on “Step 2-Continue to...” Just scroll down and the student’s courses will be listed in alphabetical order by the course for example BIO 2301-002, LIR 1002-001, etc.
7. The next screen will display “User Service Center – List Accommodation Requests” with the course information listed below.

8. **\*\*NEVER check the yellow box (see below) that says “Select the check box if you have entered a WRONG CRN.....**
- a. If your courses are not listed correctly, please call A&AS.
  - b. If you drop or add courses, changes may not be reflected in AIM for 24-48 hours.

**User Service Center: List Accommodation Requests**

Final Step: Select Accommodation(s) for Each Class

**BIO 1301.004 - Biology Of Animals Laboratory (CRN: 60712)**

[Class Details](#)

Instructor(s): **Richard Grippo**

Days and Time(s): **T at 02:00 PM - 03:50 PM**

Date Range(s): **08/22/2016 - 12/13/2016**

Location(s): **LSW 441 (Campus: J)**

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 **BIO 1301.004**

Alternative Testing

E-Text

Notetaking Services

Select the check box if you would like DServices to **email this accommodation letter** to your instructor(s) for **BIO 1301.004 - BIOLOGY OF ANIMALS LABORATORY**.

**User Service Center: List Accommodation Requests**

Final Step: Select Accommodation(s) for Each Class

**BIO 1301.004 - Biology Of Animals Laboratory (CRN: 60712)**

[Class Details](#)

Instructor(s): **Richard Grippo**

Days and Time(s): **T at 02:00 PM - 03:50 PM**

Date Range(s): **08/22/2016 - 12/13/2016**

Location(s): **LSW 441 (Campus: J)**

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 **BIO 1301.004**

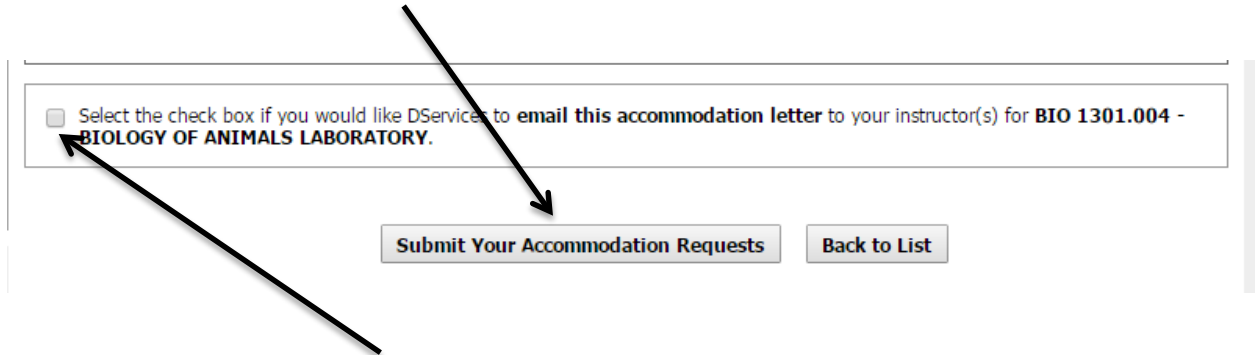
Alternative Testing

E-Text

Notetaking Services

Select the check box if you would like DServices to **email this accommodation letter** to your instructor(s) for **BIO 1301.004 - BIOLOGY OF ANIMALS LABORATORY**.

9. See above screenshot, go down the screen selecting accommodations for each course because each course will be listed separately.
10. Under “Select Accommodations for...” Check each accommodation you want for that particular course.
11. Click on “Submit Your Accommodation Requests” –see screenshot below.



12. Please note the sentence, “Select the check box if you would like DServices to email this accommodation letter to your instructor for.....”
  - a. Check mark the box before this statement.
  - b. This gives A&AS permission to email your faculty members an accommodation letter.
13. Make sure you have requested accommodations for each course.
14. **\*\*Please note if you add a course, you must follow the above instructions to request accommodations in your new course.**
15. **It typically takes AIM 24 hours to update course changes.**