



AUGUSTA UNIVERSITY

Testing & Disability Services

Requesting Accommodation Letters

Each semester, you can log into the [AIM](#) Portal to request accommodation letters to be created and sent out to your instructors. Please follow the steps below to request your accommodation letters:

1. Log into the AIM Portal
2. On the Overview screen, look for the current term and select **“Add Requests”**:

The screenshot shows the AIM Portal Overview page. The page has a header with the Augusta University logo and the text 'AUGUSTA UNIVERSITY'. Below the header is a navigation bar with 'OVERVIEW'. The main content area is divided into several sections:

- LOGIN AS USER**: A red button labeled 'BACK TO MY PROFILE >'. Below it is a 'MY DASHBOARD' section with a list of links: Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Documents, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). At the bottom of this section is an 'ACCOMMODATIONS' section.
- Accommodation Requests 2024 - SUMMER**: A yellow box containing a large number '6' representing the 'Number of Requests'. Below the number is a 'View Request Detail' link. To the right of the number is a '+ Add Requests' button, which is highlighted with a red arrow.
- DISABILITY SERVICE PROVIDER**: A yellow box containing contact information for Rebecca Berger, including her name, phone number (7067371469), email (Send Email), and pronoun (she/her). It also lists secondary providers: Keire Melson (He/Him) and Alexandria Jennings.
- YOUR NOTIFICATIONS**: A section with a 'NOTIFICATION' header and a message stating that students must meet with their instructor to discuss accommodations. It provides a link to a document and an email address (tds@augusta.edu) for questions.

3. **On the next screen, your courses will automatically populate.** If you have just registered for a course, please allow the system 24 hours to update. If you do not see your course listed, please contact TDS as soon as possible. To request your letter, select the course and then click the button labeled "Continue to Next Step."

Additional Note: If you would like to utilize the same accommodations to the courses you selected, just press the **"Apply same accommodations to selected Courses"** checkbox.

ACCOMMODATION REQUESTS

HOME >> MY DASHBOARD >> ACCOMMODATIONS >> ACCOMMODATION REQUESTS

2024 - SUMMER

Enter **Course Registration Number** for each course in which you need accommodation:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Apply the same accommodations to all selected courses.

CONTINUE TO NEXT STEP >

FIND A COURSE

The system will only search **20 classes** at a time. Please enter at least the course subject and part of the course number.

SEARCH OPTIONS

Course Subject * :

Course Number * :

Course Section:

SEARCH COURSE >

QUESTION?

Contact Us

Testing and Disability Services

4. On the next screen, check the box for specific accommodations that you'd like included in your letters that will be sent out to your instructors. If you want to use all your accommodations in all of your classes, press the "Select All" check box.

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > **Login and Security**
- > **My Appointments**
- > My Documents
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**
- > **Submit Additional Documentation for Review**
- > Alternative Testing
- > Alternative Formats
- > Flex Plan

IMPORTANT DATES

August 14
Classes Begin

WELLNESS 00007.6

Course Detail ▾

SELECT ACCOMMODATIONS

- Select All
- Books in Alternative Format
- Computer
- E-Text
- Extra Time 1.50x
- Flexibility with Attendance
- Flexibility with Class Participation
- Glean Note Taking
- Handouts and Other Presentation Materials in an Alternative Format
- Private Testing Room
- Scantron Alternative
- Stop the Clock Breaks
- Table
- Text-to-Speech Assistive Technology
- Use of Other Assistive Technology
- Wheelchair Access

I do not need accommodation for this course: **WELLNESS 00007.6**

STEP: FINAL STEP

I agree to request my approved accommodations each semester for my courses.

I agree to discuss my accommodations and implementation of accommodations with each instructor.

I agree that if there is a issue with the implementation of accommodations, I reach out to my Disability Services Provider.

I am aware that accommodations are never retroactive.

SUBMIT REQUEST >

START OVER >

5. After confirming your selected accommodations, please review the Final Step which includes the “Terms and Conditions” regarding accommodations. After reviewing “Terms and Conditions”, select the checkbox next to the first bullet point and move down to press the “Submit Request” option.

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > **Login and Security**
- > **My Appointments**
- > My Documents
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**
- > **Submit Additional Documentation for Review**
- > Alternative Testing
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IMPORTANT DATES

August 14
Classes Begin

WELLNESS 00007.6

Course Detail

SELECT ACCOMMODATIONS

- Select All
- Books in Alternative Format
- Computer
- E-Text
- Extra Time 1.50x
- Flexibility
- Flexibility
- Glean Note Taking
- Handouts and Other Presentation Materials in an Alternative Format
- Private Testing Room
- Scantron Alternative
- Stop the Clock Breaks
- Table
- Text-to-Speech Assistive Technology
- Use of Other Assistive Technology
- Wheelchair Access

I do not need accommodation for this course: **WELLNESS 00007.6**.

STEP: FINAL STEP

- I agree to request my approved accommodations each semester for my courses.

I agree to discuss my accommodations and implementation of accommodations with each instructor.


I agree that if there is a issue with the implementation of accommodations, I reach out to my Disability Services Provider.

I am aware that accommodations are never retroactive.

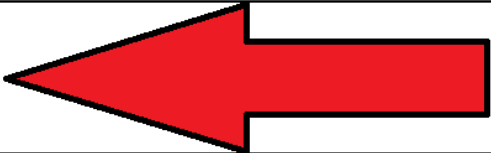
SUBMIT REQUEST >

START OVER >

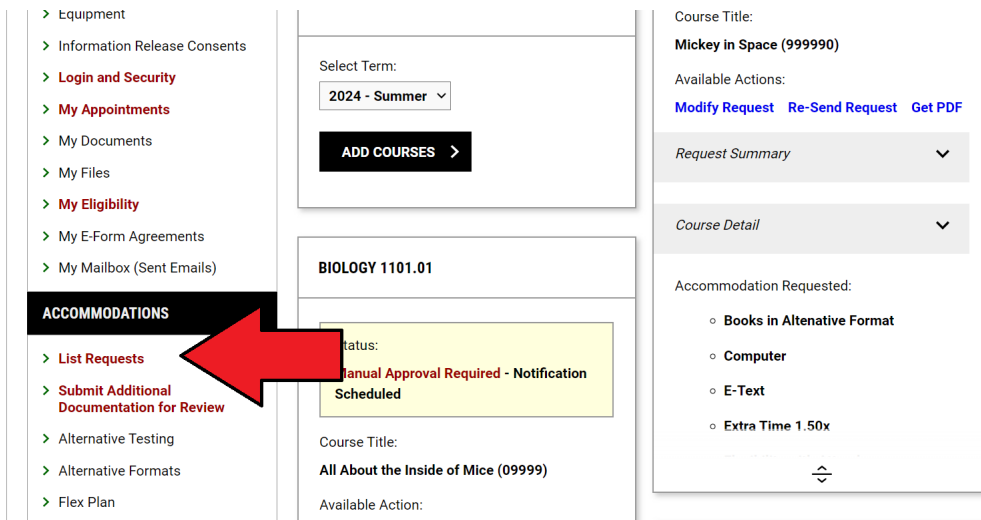
6. After you select "Submit Request," your accommodation letters will be emailed to you and your instructors. At the top of the page, you should see a **Green Check** notifying you that the request was submitted successfully. Some accommodation letters may require approval by TDS. Accommodation letters requesting manual approval will be sent no later than one (1) business day from the time of the request.

 **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.



7. To check the status of your request, select the **"List Requests"** link under the **Accommodations Section** on the left-hand tool bar.



> Equipment

> Information Release Consents

> **Login and Security**

> **My Appointments**

> My Documents

> My Files

> **My Eligibility**

> My E-Form Agreements

> My Mailbox (Sent Emails)

ACCOMMODATIONS

> **List Requests**

> **Submit Additional Documentation for Review**

> Alternative Testing

> Alternative Formats

> Flex Plan

Select Term:

2024 - Summer

ADD COURSES >

BIOLOGY 1101.01

Status:

Manual Approval Required - Notification Scheduled

Course Title:

All About the Inside of Mice (09999)

Available Action:

Course Title:

Mickey in Space (999990)

Available Actions:

[Modify Request](#) [Re-Send Request](#) [Get PDF](#)

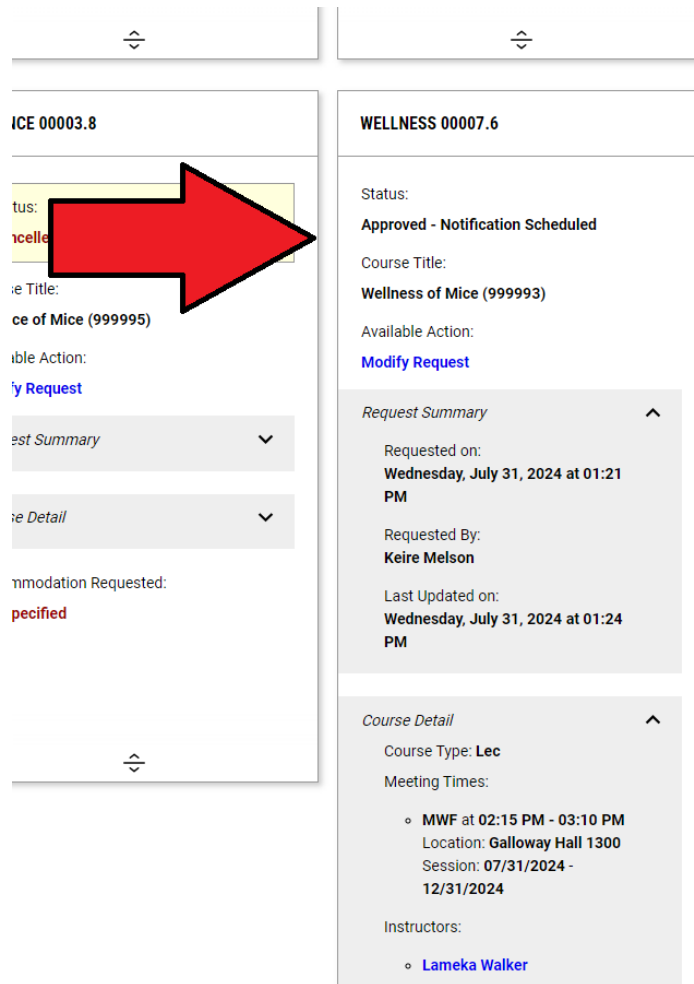
Request Summary ▾

Course Detail ▾

Accommodation Requested:

- o Books in Alternative Format
- o Computer
- o E-Text
- o Extra Time 1.50x

8. In the section, you will be able to scroll down to find the course in the current term. After finding your course, look at the **“Status”** to see if your request has been **“Approved”** or **“Pending Approval”**. You can also expand the **“Request Summary”** section to see when your request was submitted and received by your instructor.



The screenshot displays two side-by-side panels for course requests. The left panel shows a request for course ICE 00003.8 with a status of 'Approved - Notification Scheduled'. A red arrow points to this status field. Below the status, there are expandable sections for 'Request Summary' and 'Course Detail'. The right panel shows a request for course WELLNESS 00007.6, also with a status of 'Approved - Notification Scheduled'. This panel includes a 'Request Summary' section with details on when the request was made and by whom, and a 'Course Detail' section with meeting times and instructor information.

Course ID	Status	Course Title	Available Action
ICE 00003.8	Approved - Notification Scheduled	Wellness of Mice (999995)	Modify Request
WELLNESS 00007.6	Approved - Notification Scheduled	Wellness of Mice (999993)	Modify Request

Request Summary (ICE 00003.8):
Requested on: Wednesday, July 31, 2024 at 01:21 PM
Requested By: Keire Melson
Last Updated on: Wednesday, July 31, 2024 at 01:24 PM

Course Detail (ICE 00003.8):
Course Type: Lec
Meeting Times:
◦ MWF at 02:15 PM - 03:10 PM
Location: Galloway Hall 1300
Session: 07/31/2024 - 12/31/2024
Instructors:
◦ Lameka Walker

If you ever encounter new barriers, emergent needs, or want to modify current accommodation, please reach out to your Disability Services Provider or TDS to discuss your concerns.