Submit Accommodation Requests in AIM Student Portal

1. Log into the new AU Access.

2. Click Discover More to find the Academic Accessibility tab.

3. Click **AIM Student Portal** under the Academic Accessibility header.

4. Click **Add Requests** to reveal class schedule.

5. Check box next to course(s) you wish to submit accommodations and click **Continue to Next Step**.

6. Customize request(s) per course. Check accommodation(s) for each course or **Select All** for course.

FAKE 1000.001

Course Title:
FAKE 1000.001 - Intro To Aim   (CRN: 001)

Course Detail ⌄

SELECT ACCOMMODATIONS

☑ Select All
☑ Copies of Lecture Materials
☑ Extra Time 1.50x
☑ Record Lectures (Audio)
☑ Reduced Distraction Testing Environment

☐ I do not need accommodation for this course: **FAKE 1000.001**.

FAKE 2000.002

Course Title:
FAKE 2000.002 - Aim Theory   (CRN: 002)

Course Detail ⌄

SELECT ACCOMMODATIONS

☐ Select All
☐ Copies of Lecture Materials
☑ Extra Time 1.50x
☐ Record Lectures (Audio)
☑ Reduced Distraction Testing Environment

☐ I do not need accommodation for this course: **FAKE 2000.002**.

7. Click **Submit Request**

STEP: FINAL STEP

SUBMIT REQUEST ❯

START OVER ❯

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