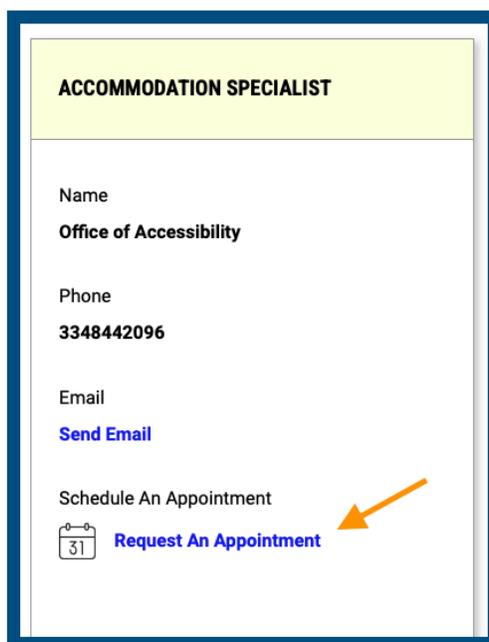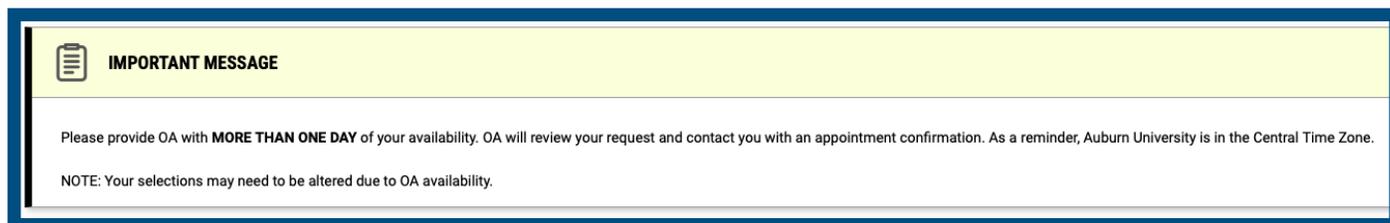# Appointment Request in AIM Student Portal
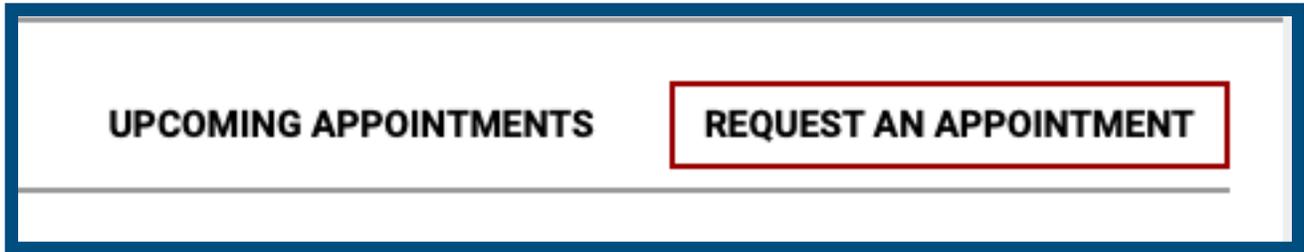
1. Log into new AIM Student Portal

2. Click **Request An Appointment** under **Accommodation Specialist**.
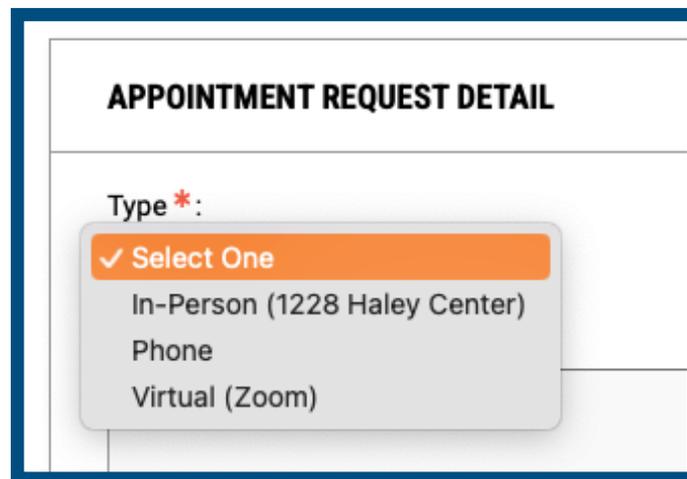

3. Review **Important Message.**

4. Click **Request An Appointment** on the upper right hand side of screen.

UPCOMING APPOINTMENTS

REQUEST AN APPOINTMENT

5. Provide **Appointment Request Detail Type** (in-person, virtual, or phone) in the drop down menu and provide a **Note or Concerns** for appointment.

APPOINTMENT REQUEST DETAIL

Type *:

✓ Select One

In-Person (1228 Haley Center)

Phone

Virtual (Zoom)

Note Or Concerns *:

6. Check an **Appointment Purpose.**

7. **Select Your Availability.** Make a minimum of **6** selections.

   NOTE: Please avoid choosing availability on ONLY one day. Provide multiple days to better assist Accommodation Specialists with scheduling.

8. Click **Add Appointment Request.**

FORM SUBMISSION

ADD APPOINTMENT REQUEST >

9. Your primary Accommodation Specialist will review your request, schedule the appointment, and send an Outlook calendar invitation.