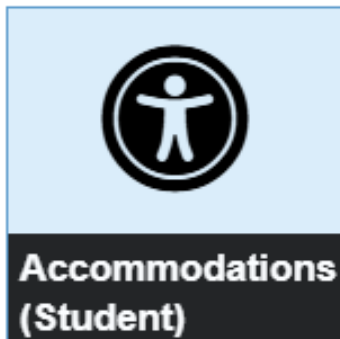


# Requesting Accommodations in AIM v5

**Important Note:** You should request your accommodation(s) each term as soon as possible. It is recommended that you communicate with your faculty before or at the start of the term to understand how your accommodation(s) will be supported in their course. This will help you request the accommodation(s) that are applicable to the course. It is strongly recommended that if there is a course that you do not need to request accommodations that you indicate that for the course. It helps the faculty and our office know your needs for the term. (And you can change it at any time!)

## Step 1: Getting Logged Into AIM

Log Into TechWeb using your OIT credentials, and navigate to the “**Accommodations (Student)**” tile:



## Step 2: Accessing the “Request Accommodations” module

On your Student Dashboard in AIM v5, you should see the “**Accommodation Requests**” dialog box with the specific term (ex. SPRING 2025 in example below).

This dialog box will show you 1) how many courses you have enrolled in and 2) the number of courses (if any) that you have requested to use any accommodations. The next screen will show you the specific course titles/information.

Accommodation Requests SPRING 2025	
<b>0</b> Number of Requests	 <b>CLICK HERE</b> Add Requests for 6 Classes
<b>No Accommodation Request Found for Spring 2025</b>	

You will need to click the “Add Requests...” link (or box with the plus-sign) to progress to the screen to select courses for the term that you wish to request accommodations.

### Step 3: Selecting Course(s)

From the “**Select Courses**” listing, select the course(s) that you want to request accommodations for the term, and then click the “**Continue to Next Step**” button to proceed to the screen to select specific accommodations for the course(s) you selected.

**Note:** If your courses are not displaying or you are missing some, please contact our office. AIM communicates with OIT’s Banner system for course registration info, so if courses are missing, we will need to see where the disconnection is happening.

**STEP: SELECT COURSES**

- GIS 407.01 - GIS DATA ANALYSIS (CRN: 31454)
- GIS 426.01 - GEOSPATIAL VECTOR ANALYSIS II (CRN: 30802)
- MIS 312.01W - SYSTEMS ANALYSIS I (CRN: 30643)
- STAT 407.01 - REINFORCEMENT LEARNING (CRN: 30952)
- STAT 407.02 - UNDERGRADUATE RESEARCH (CRN: 31490)
- STAT 412.01 - REGRESSION & TIMES SERIES (CRN: 31233)

Apply the **same accommodations** to all selected courses.

**CONTINUE TO NEXT STEP >**

**CLICK HERE**

Select the course by clicking the box

If you only have a small number of accommodations or you know that you want to request the same accommodations for all courses, you can click the box for “**Apply the same accommodations to all selected courses**”. However, if you have multiple types of accommodations or may have different requests for different courses, this box is not recommended.

## Step 4: Selecting Accommodation(s) & Submitting

One change with AIM v5 is that academic accommodations are now individually selectable. With AIM v4, for example, if you had multiple Testing Accommodations, they were selectable only as “all or nothing”. With AIM v5, though, you have more control to make your requests specific to the course and your needs. For example, if you have a course that you know you will need your Reduced Distraction Environment (RDE) accommodation but not the Extra Time, then you are now able to only request the RDE accommodation.

**NOTE:** Remember that you can always modify your accommodation requests, however, they cannot be retroactively applied. Meaning that if you initially only request to use RDE (and not Extra Time), for example, but halfway through the

term you decide you do want to request the Extra Time, too, the Extra Time will only be applicable for the term remaining and not the first half of the term. If you have questions, always contact our office or your DS Advisor for guidance or advice.

Once you have made your selections (or clicked the box indicating that you do not need accommodation in the course), you will click the “**Submit Request**” button located in the “**Step: Final Step**” box to the upper-right of the selection menu:

The screenshot shows a course selection interface for GIS 407.01. The top section is titled "STEP: FINAL STEP" and contains two buttons: "SUBMIT REQUEST >" and "START OVER >". A blue arrow labeled "CLICK HERE" points to the "SUBMIT REQUEST" button. Below this is the "SELECT ACCOMMODATIONS" section, which lists several options with checkboxes: "Select All", "E-Text", "Extra Time", "Readable PDF", "Reduced Distraction Environment", and "I do not need accommodation for this course: GIS 407.01.". A bracket on the right side of the accommodation list points to the text: "Select the specific accommodation you are requesting for the course by clicking the box next to the option".

After clicking the “**Submit Request**” button, you should see a “**Success! Your Action Has Been Completed**” banner, confirming that your request(s) were successful, and notification to your course instructor(s) will be sent.

The success banner features a green checkmark icon on the left. To its right, the text reads "SUCCESS! YOUR ACTION HAS BEEN COMPLETED" in bold, followed by "The system has successfully saved your action." in a smaller font.