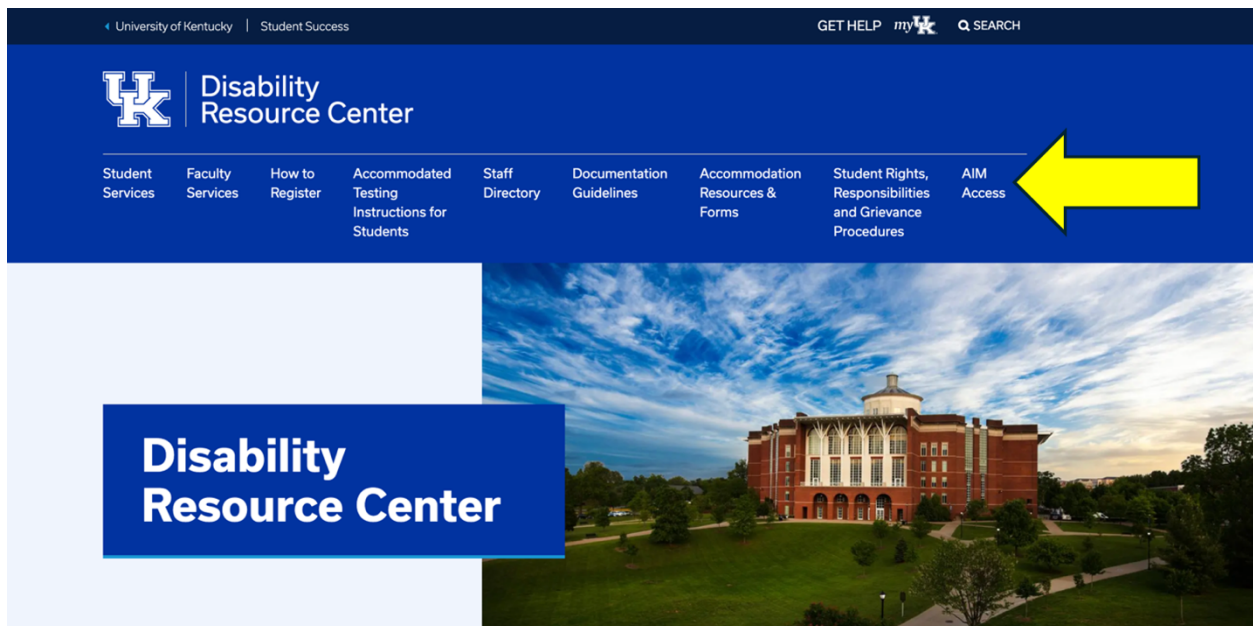


AIM Student User Guide: Requesting Accommodations

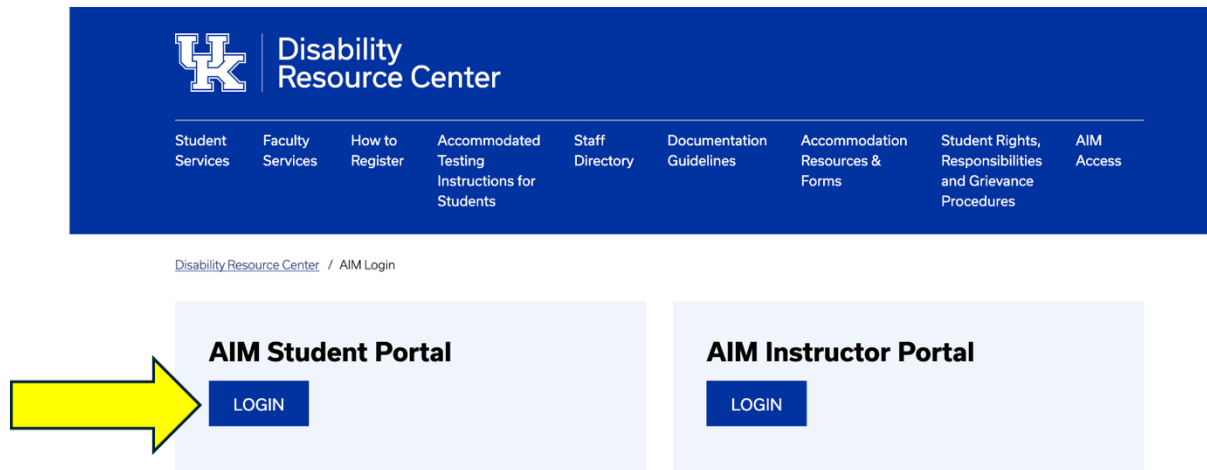
Students affiliated with the Disability Resource Center (DRC) whose reasonable accommodations have been determined must initiate the process of generating Instructor Notification Letters (INL) for their courses. The INL verifies that the student has a documented disability and/or medical/mental health condition and lists the eligible accommodations the student chooses to use in each course. It is the student's responsibility to prepare a INL for each course in which they intend to use the approved accommodations. INLs are effective until the end of the semester.

To request accommodations, please follow the steps below. Once a request is submitted, the information is sent to the Instructor Portal, where instructors can view students' INL.

Step 1: Go to the [Disability Resource Center](#) homepage and select [AIM Access](#) from the top navigation menu.

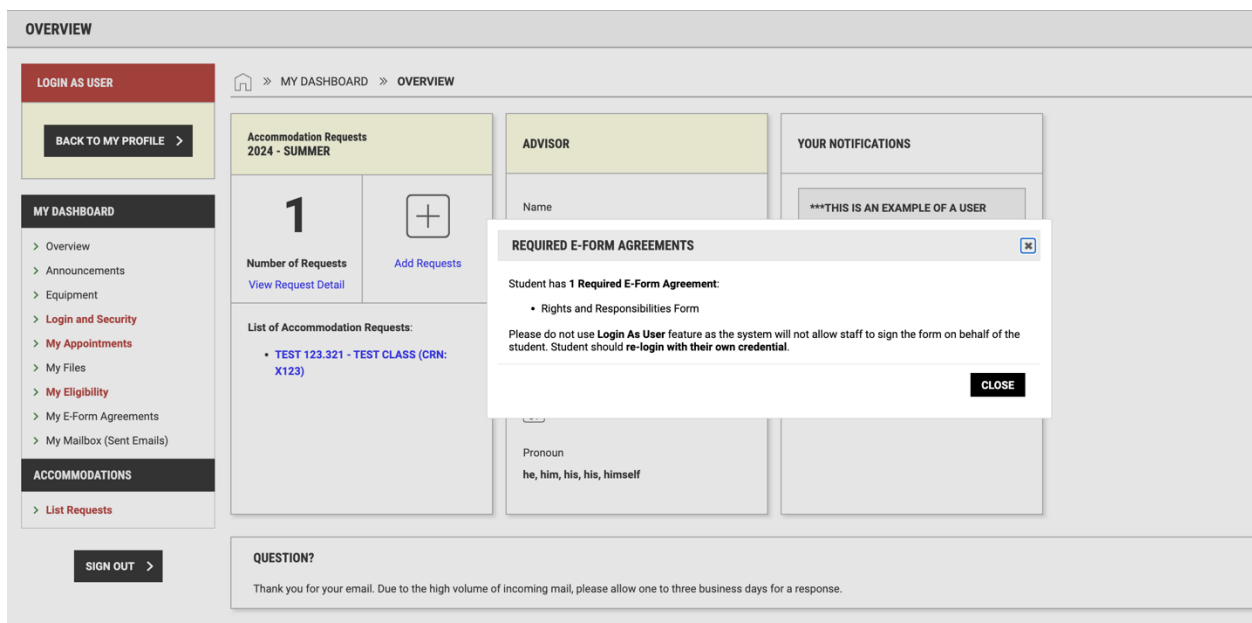


Step 2: Log into **AIM Student Portal** with your single sign on (SSO) credentials, which are your UKY LinkBlue username and password. **Tip:** Consider bookmarking this link for accessing AIM in the future.



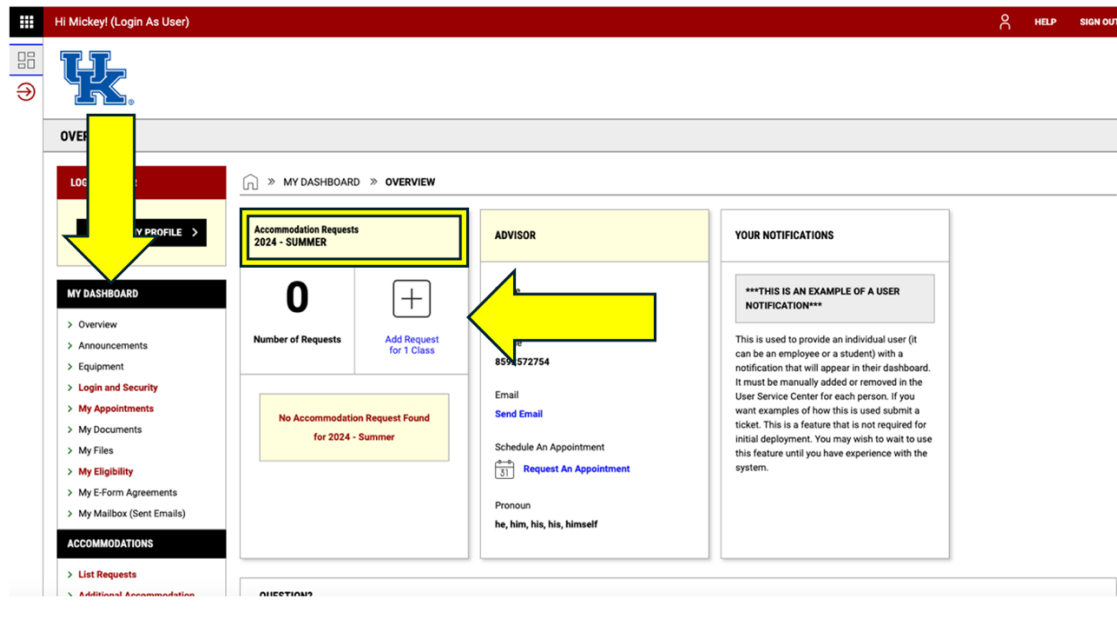
The screenshot shows the top navigation bar of the Disability Resource Center website. It features the UK logo and the text "Disability Resource Center". Below this is a menu with links: Student Services, Faculty Services, How to Register, Accommodated Testing Instructions for Students, Staff Directory, Documentation Guidelines, Accommodation Resources & Forms, Student Rights, Responsibilities and Grievance Procedures, and AIM Access. Below the navigation bar, there is a breadcrumb trail: "Disability Resource Center / AIM Login". Two large light blue boxes are shown below, each with a "LOGIN" button. A yellow arrow points to the "LOGIN" button in the "AIM Student Portal" box.

Step 3: Review and acknowledge any **E-form Agreements**. Documents requiring students' attention will be listed on student's dashboard.



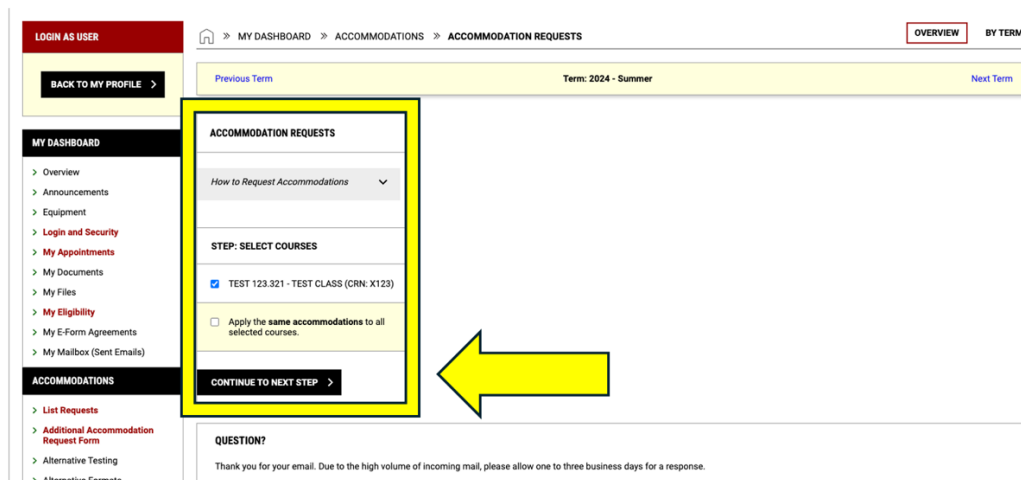
The screenshot shows a student's dashboard in the AIM system. The dashboard is titled "OVERVIEW" and includes a "LOGIN AS USER" button, a "BACK TO MY PROFILE" button, and a "MY DASHBOARD" section with links to Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). There is also an "ACCOMMODATIONS" section with a "List Requests" link. A "SIGN OUT" button is located at the bottom left. The main content area shows "Accommodation Requests 2024 - SUMMER" with a large number "1" and an "Add Requests" button. Below this is a "List of Accommodation Requests" with one entry: "TEST 123.321 - TEST CLASS (CRN: X123)". To the right, there is an "ADVISOR" section with a "Name" field and a "Pronoun" dropdown menu set to "he, him, his, his, himself". A "YOUR NOTIFICATIONS" section shows a notification: "REQUIRED E-FORM AGREEMENTS". The notification text reads: "Student has 1 Required E-Form Agreement: Rights and Responsibilities Form. Please do not use Login As User feature as the system will not allow staff to sign the form on behalf of the student. Student should re-login with their own credential." There is a "CLOSE" button at the bottom right of the notification. At the bottom of the dashboard, there is a "QUESTION?" section with the text: "Thank you for your email. Due to the high volume of incoming mail, please allow one to three business days for a response."

Step 4: Locate My Dashboard on the left side menu and select Overview. This will show Accommodation Requests for specific terms. Identify the current term and Add Requests for each class by selecting the plus icon.



The screenshot shows the 'MY DASHBOARD' overview page. The left sidebar has 'MY DASHBOARD' selected, with 'Overview' as the active sub-option. The main content area shows 'Accommodation Requests 2024 - SUMMER' with a large '0' and a plus icon to 'Add Request for 1 Class'. Below this is a message: 'No Accommodation Request Found for 2024 - Summer'. To the right is an 'ADVISOR' section with contact information and a 'Request An Appointment' button. Further right is a 'YOUR NOTIFICATIONS' section with a placeholder message.

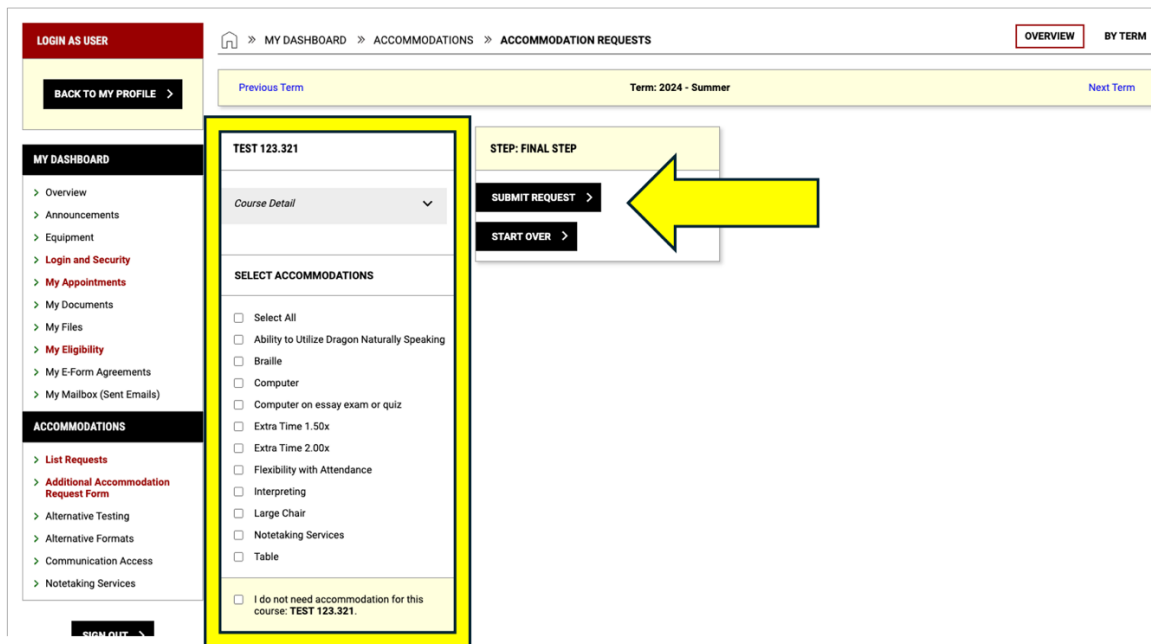
Step 5: Select the courses you want to request accommodations for. To request accommodations, select the checkbox(es) next to each course. If you need to apply the *same* accommodations for all selected courses, select the checkbox next to that option and **Continue to Next Step**. If you want to *customize* your accommodations per course, after you select the checkboxes next to each course, proceed to the next page by selecting **Continue to Next Step** to choose your eligible accommodations.



The screenshot shows the 'ACCOMMODATION REQUESTS' page for the '2024 - Summer' term. The 'STEP: SELECT COURSES' section is highlighted with a yellow box. It contains a list of courses with checkboxes. The first course, 'TEST 123.321 - TEST CLASS (CRN: X123)', is selected. There is also a checkbox for 'Apply the same accommodations to all selected courses.' Below the course list is a 'CONTINUE TO NEXT STEP' button. A yellow arrow points to this button.

Step 6: Select Accommodations for each course by marking the checkbox next to the accommodation you need to use for that course. If you need to use all accommodations, select the first checkbox, **Select All**. If you do not need accommodations for a course, select the last checkbox, **I do not need accommodations for this course**. When you are done with your selections, select **Submit Request**. This information is then sent to the instructor portal where instructors view students' INL.

*** Please be advised, students no longer need to send their accommodation letters to each instructor. Instructors can now access these letters directly through their Instructor Portal. However, students must still meet with each instructor at the beginning of each semester to discuss their accommodations.**

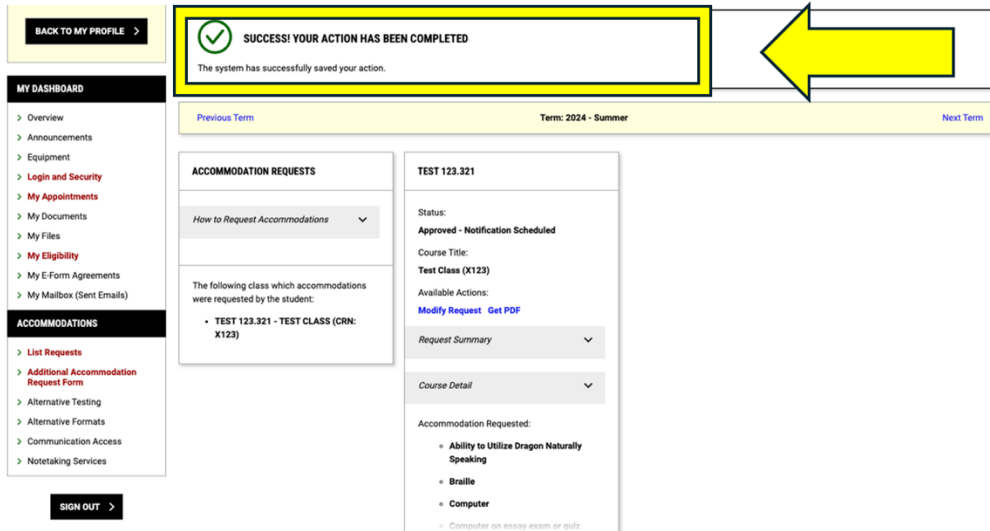


The screenshot shows a web interface for submitting accommodation requests. The breadcrumb trail is: MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS. The current term is 2024 - Summer. The course being viewed is TEST 123.321. The 'SELECT ACCOMMODATIONS' section contains the following options:

- Select All
- Ability to Utilize Dragon Naturally Speaking
- Braille
- Computer
- Computer on essay exam or quiz
- Extra Time 1.50x
- Extra Time 2.00x
- Flexibility with Attendance
- Interpreting
- Large Chair
- Notetaking Services
- Table
- I do not need accommodation for this course: TEST 123.321.

The 'STEP: FINAL STEP' section contains two buttons: 'SUBMIT REQUEST' and 'START OVER'. A large yellow arrow points to the 'SUBMIT REQUEST' button.

Step 7: Notification the submission of your request(s) was a success.



BACK TO MY PROFILE >

MY DASHBOARD

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

ACCOMMODATIONS

- > **List Requests**
- > **Additional Accommodation Request Form**
- > Alternative Testing
- > Alternative Formats
- > Communication Access
- > Notetaking Services

SIGN OUT >

Previous Term Term: 2024 - Summer **Next Term**

ACCOMMODATION REQUESTS

How to Request Accommodations **v**

The following class which accommodations were requested by the student:

- TEST 123.321 - TEST CLASS (CRN: X123)

TEST 123.321

Status: **Approved - Notification Scheduled**

Course Title: **Test Class (X123)**

Available Actions: **Modify Request Get PDF**

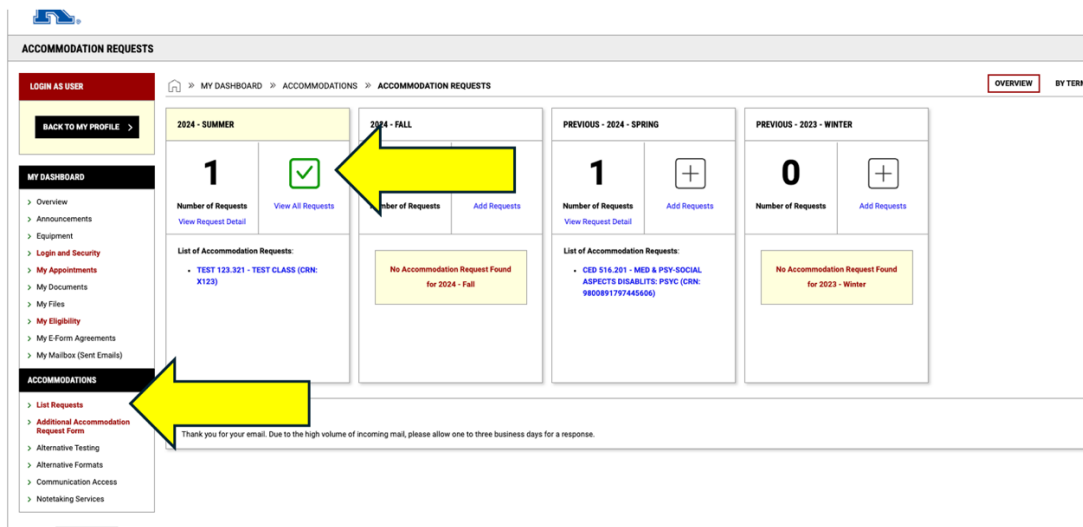
Request Summary **v**

Course Detail **v**

Accommodation Requested:

- Ability to Utilize Dragon Naturally Speaking
- Braille
- Computer
- Computer on essay exam or quiz

Step 8: To view requests made or to modify requests, return to Dashboard, select **List Requests** on the left side menu under **Accommodations**. A green check mark indicates requests have been made for the current term and can be viewed by selecting **View All Requests**.



ACCOMMODATION REQUESTS

LOGIN AS USER **OVERVIEW** BY TERM

BACK TO MY PROFILE >

MY DASHBOARD

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

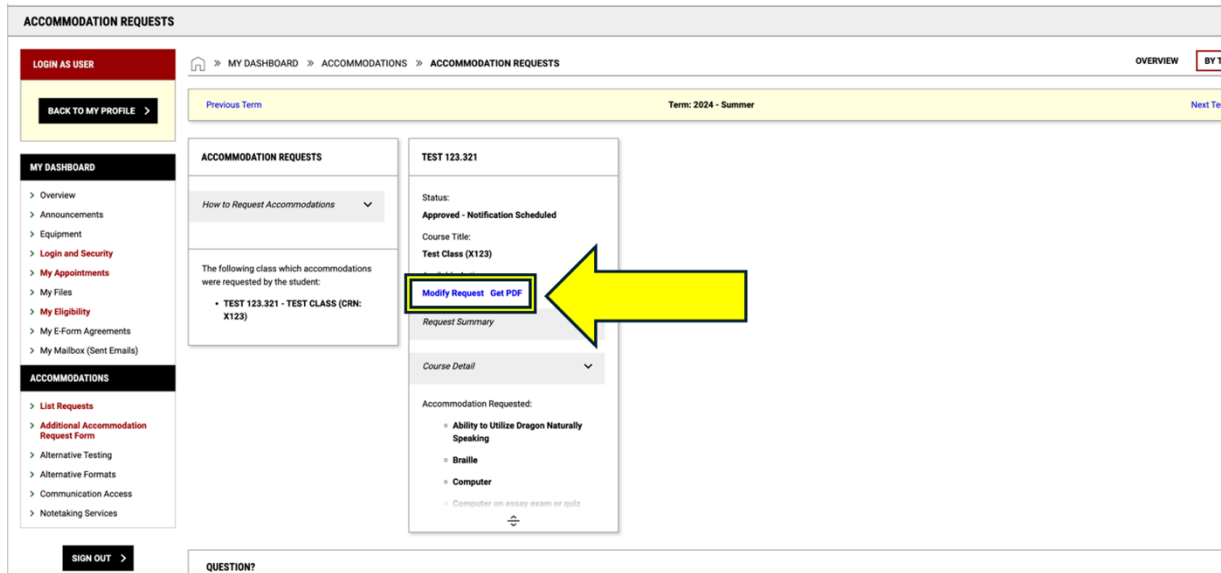
ACCOMMODATIONS

- > **List Requests**
- > **Additional Accommodation Request Form**
- > Alternative Testing
- > Alternative Formats
- > Communication Access
- > Notetaking Services

Thank you for your email. Due to the high volume of incoming mail, please allow one to three business days for a response.

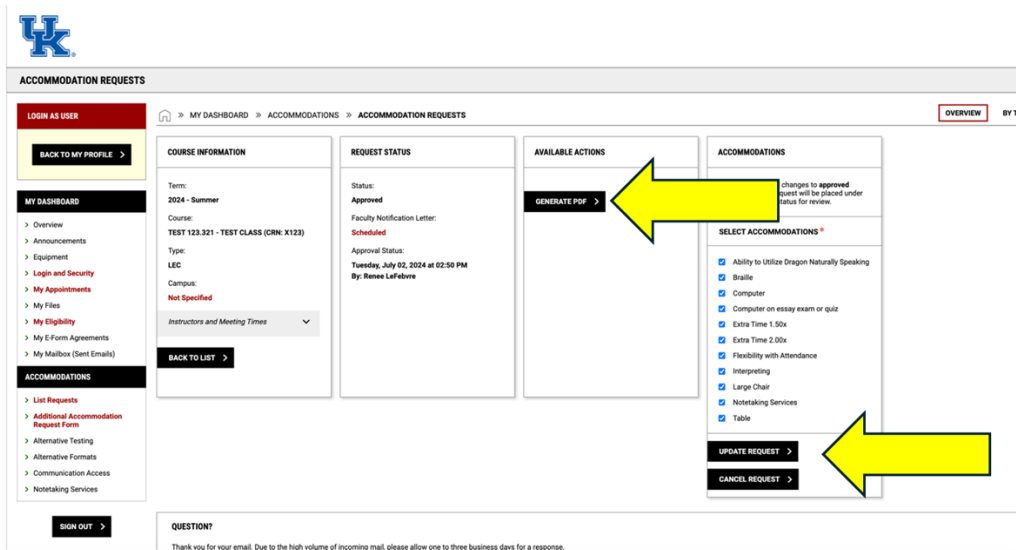
2024 - SUMMER	2024 - FALL	PREVIOUS - 2024 - SPRING	PREVIOUS - 2023 - WINTER
1 <input checked="" type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
Number of Requests View All Requests	Number of Requests Add Requests	Number of Requests Add Requests	Number of Requests Add Requests
List of Accommodation Requests: <ul style="list-style-type: none"> • TEST 123.321 - TEST CLASS (CRN: X123) 	No Accommodation Request Found for 2024 - Fall	List of Accommodation Requests: <ul style="list-style-type: none"> • CED 516.201 - MED & PSY-SOCIAL ASPECTS DISABILT: PSYC (CRN: 9800891797445066) 	No Accommodation Request Found for 2023 - Winter

Select **Modify Request**.



The screenshot shows the 'ACCOMMODATION REQUESTS' page. On the left is a navigation menu with sections for 'MY DASHBOARD' and 'ACCOMMODATIONS'. The main content area is divided into three columns. The first column lists 'ACCOMMODATION REQUESTS' with a dropdown menu and a list of requested classes, including 'TEST 123.321 - TEST CLASS (CRN: X123)'. The second column shows the details for 'TEST 123.321', including its status ('Approved - Notification Scheduled'), course title, and a list of requested accommodations: 'Ability to Utilize Dragon Naturally Speaking', 'Braille', and 'Computer'. A yellow arrow points to a 'Modify Request' button located in the 'Request Summary' section of this column. The third column shows 'Course Detail' and 'Accommodation Requested' options.

Modify accommodations as needed and select **Update Request**. You may also generate a PDF of your INL to have during your meeting with instructors by selecting, **Generate PDF**.



This screenshot shows a more detailed view of the 'ACCOMMODATION REQUESTS' page. It features several panels: 'COURSE INFORMATION' (Term: 2024 - Summer, Course: TEST 123.321 - TEST CLASS (CRN: X123)), 'REQUEST STATUS' (Status: Approved, Faculty Notification Letter: Scheduled, Approval Status: Tuesday, July 02, 2024 at 02:50 PM by: Renee Lafabre), 'AVAILABLE ACTIONS' (with a 'GENERATE PDF' button highlighted by a yellow arrow), and 'ACCOMMODATIONS' (with a list of selected accommodations like 'Ability to Utilize Dragon Naturally Speaking', 'Braille', 'Computer', etc., and 'UPDATE REQUEST' and 'CANCEL REQUEST' buttons highlighted by a yellow arrow). A note at the bottom states: 'Thank you for your email. Due to the high volume of incoming mail, please allow one to three business days for a response.'

****If a course you are enrolled in is not listed or if you need assistance, please contact your consultant. Information about your assigned consultant can be found on the Student Portal dashboard under the Overview section.***



OVERVIEW

LOGIN AS USER

[BACK TO MY PROFILE >](#)

MY DASHBOARD

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

ACCOMMODATIONS

- > **List Requests**

» MY DASHBOARD » **OVERVIEW**

**Accommodation Requests
2024 - FALL**

0

Number of Requests



[Add Requests](#)

**No Accommodation Request Found
for 2024 - Fall**

ADVISOR

Name
Renee LeFebvre

Phone
8592572754

Email
[Send Email](#)

Schedule An Appointment
 [Request An Appointment](#)

Pronoun
she, her, her, hers, herself

