How to Request Accommodation Letters in AIM

Your Intro to Managerial Accounting (ACC 2362) class is participating in a pilot of the AIM software utilized by the Office of Disability Services (ODS) and Academic Testing for Students with Disabilities (ATSD). This pilot will help us to explore the functionalities of the software before we implement it university-wide. It will require different steps than you previously have used to request accommodations and exams. Please note, these steps are only for the ACC 2362 class. **All other classes will follow the normal ODS process for requesting accommodation letters and submitting testing requests through the ATSD testing system.**

For ACC 2362, you will need to submit the request for your accommodation letter to be sent through AIM. This process is a pilot, so we have not created our own video tutorial yet. A video by the Ohio State University demonstrates how to do this; however, the instructions are also included below.

**Step 1: Log in to AIM.**

Chrome is the recommended browser to open AIM. The link can also be found on the ATSD testing system link page, under ACC 2362 (Intro to Mgrl Acct) Students (Instructors Hampshire and Davidson). You will use your Net ID for the single sign-on.

**Step 2: Locate your course.**

You should see a list of your courses in a section labeled “Step 1” on your dashboard. Select the checkbox for ACC 2362. Then click the button “Step 2”.
**Step 3: Select accommodations.**

In step 2, all of the accommodations for which you are eligible will appear. Select the accommodations you are requesting to use for this course. If you have been approved for testing accommodations, “alternative testing” will be listed as an approved accommodation. You must select the “alternative testing” accommodation checkbox to schedule test requests at ATSD.

Click the “Submit Your Accommodations Requests” button. A green checkmark will appear that says your request was successfully submitted.

**Step 4: Accommodation letters.**

ODS will review the request and send the accommodation letter to you and your instructor through AIM. Be sure to discuss your accommodations with your instructor.

If you have questions about this process, please contact Gavin Steiger, Director of ODS, by email at g_s339@txstate.edu or call the ODS office at 512-245-3451.