

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”.

The screenshot shows the AIM dashboard interface. On the left is a navigation sidebar with sections: 'Login as User Feature' (with a 'Back to My Profile' button), 'Home' (with links to 'My Dashboard', 'My Profile', and 'My Mailbox (Sent E-Mails)'), 'My Accommodations' (with links to 'My Eligibility', 'List Accommodations', 'Course Syllabus', 'Alternative Testing', 'Alternative Formats', and 'My E-Form Agreements'), and 'Logout' (with a 'Log Out' button and a message: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.').

The main content area is titled 'OVERVIEW' and contains an 'IMPORTANT MESSAGE(S)' box with a warning icon. The message reads: 'Please read the following message(s) regarding your account: Your To Do List: No Accommodation Requests Found. You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.'

Below the message is the 'Select Accommodations for Your Class' section. It features an 'Important Note' box with five instructions: 1. Courses may take up to 48 hours to display... 2. Your courses might not display below if you are part of the course waiting list. 3. To request accommodations, select the checkbox(es) for the courses where they are needed... 4. If you are unable to select a checkbox from the list of courses below, that means you have already submitted your request for accommodations for that course. 5. If you wish to modify your accommodation request (change or cancel a request), scroll down until your course is displayed and select either Modify Request or Cancel Request.

Underneath the note is a list of courses under the heading 'Step 1: Select Class(es)'. The first course is 'Fall 2021 - ACC 2362.010 - INTRO TO MGRl ACC (CRN: 13881)' with a checked checkbox. Below it are two courses with redacted names and unchecked checkboxes. At the bottom of this section is a yellow button labeled 'Step 2 - Continue to Customize Your Accommodations'.

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.