

Accommodations in AIM

1) Log into the new system.

Shortcut: go.udayton.edu/AIM

Username (information before @ in UD email)) and password is consistent with all university programs. If you need assistance with your password you need to visit UD's password page at <https://password.udayton.edu/>

2) Address any electronic forms.

E-Forms are information sheets for specific accommodations. In some cases, a student signs a form each semester to ensure on-going understanding. In other cases, the form may only be required one time.

If you have an outstanding e-form you will be prompted to complete this before requesting Accommodations.

To complete the e-forms, click on any of the titles in the section "action required".

REQUIRED FORMS

Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard:

> Lenient Attendance
> Lenient Tardy
> Note Taking Supports
> Test Proctoring Rules and Guidelines

This will open a new window where all your e-form sheets are listed.

After reviewing the e-forms, the system will ask for your consent. Note you must type your name exactly as it appears in order for consent to be accepted.

Once you have typed your name, you need to click the "Submit Form".

If you want to view your signed e-forms, they are listed on the left side of the screen in the "My E-form agreements" which is located under "my accommodations".

3) Accommodation Letters

- a. Click on “List Accommodations” on the left side menu (under My Accommodations)
- b. Step 1: Select Class (es). You can select one or more classes for your accommodations. If you know a class does not need accommodations, you can leave this class unmarked

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Office of Learning Resources.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Spring 2018 - ACC 306.02 - INTRM FINANCL ACC II (CRN: 7412)
- Spring 2018 - ACC 341.02 - ACC INFORMTN SYS I (CRN: 7414)
- Spring 2018 - ANT 150.01 - CULTURAL ANTHROPOLGY (CRN: 7438)
- Spring 2018 - ENG 372.03 - BUS/PROF WRITING (CRN: 16757)
- Spring 2018 - OPS 301.06 - SURVY-OPER&SUPPLY MGT (CRN: 7772)
- Spring 2018 - PHL 313.02 - BUSINESS ETHICS (CRN: 6519)

- c. Click on “Step 2” to Continue to Customize your Accommodations (Note, this will open up a new page.
- d. One this page you will select accommodation(s) for each class. This allows you to customize the accommodations as appropriate. **Please select alternative testing which will cover all testing accommodations such as distraction reduced and extended time.** You can customize this for each test if needed. Instructions on how to set up a test will be sent.

Select Accommodation(s) for ACC 306.02

<input type="checkbox"/> Alt Format (Classroom)	<input type="checkbox"/> Alternative Testing	<input type="checkbox"/> Assistive Technology (Classroom)
<input type="checkbox"/> Audio Record Classes	<input type="checkbox"/> Calculator (class)	<input type="checkbox"/> Dictation Software (Dragon)
<input type="checkbox"/> Instructional Material	<input type="checkbox"/> Text-to-Speech (Read&Write Gold)	

You will also need to make a decision regarding how the Accommodation Letter will be submitted to your faculty. You can “Select the check box” if you would like AIM to **email this accommodation letter** to your instructor. This decision is made class by class. **This does not replace your responsibility for speaking with your faculty about your accommodation needs.** Failure to communicate with your faculty may result in accommodations being declined. Remember, accommodations are not retroactive.

Select the check box if you would like AIM to **email this accommodation letter** to your instructor(s) for **ACC 306.02 - Inترم Financl Acc II.**

This does not replace your responsibility for speaking with your faculty about your accommodation needs.

Failure to communicate with your faculty may result in accommodations being declined.

Remember, accommodations are not retroactive.

After you have made the selections for each class, you need to click the “Submit Your Accommodation Requests” at the bottom of the page.

To review your accommodation letters, you can return to the “list accommodation requests” and you will find letters at the bottom of the page for each semester.