Dear Student,
Student Disability Services (SDS) will now be processing student requests for accommodations using the AIM Student Portal. Please proceed to the AIM Student Portal and sign in using your CNetID and password to request:

- Accommodations for an upcoming exam;
- A peer note-taker for one or more of your courses.

In order to request a peer note-taker or exam accommodations, you must first request the accommodations for a given course. To do so:

1. Click on “List Accommodations” on the left-hand side of the screen. You will see a list of the courses for which you are currently registered (i.e. CHEM 11100.01, BIOS 22000.01, etc.). This list will also contain your discussion sections and lab sections, where applicable.
2. Select any of your courses for which you would like to request accommodations.
3. Click “Step 2-Continue to Customize your Accommodations”
4. You will see a list of the courses for which you would like to request accommodations. Below each course, you will see options of accommodations that you can request to use for each course.
5. Select any of the accommodations that you would like to request for each course.
6. Click “Submit Your Accommodations Requests”.

Please note: When requesting exam accommodations, you will only be able to select “Alternative Testing” at this stage. You will be able to specify which if your exam accommodations you would like to use for a given exam when you are scheduling your exam.

The accommodations that you have selected for each of your courses will appear under “List Accommodations” (see next page):
### LIST ACCOMMODATIONS FOR AUTUMN 2018

<table>
<thead>
<tr>
<th>AIM 101.001 - Fake Class (CRN: 12345)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor(s): Fake Instructor</td>
</tr>
<tr>
<td>Days and Time(s): MWF at 10:30 AM - 11:50 AM</td>
</tr>
<tr>
<td>Date Range(s): 09/20/2018 - 10/01/2018</td>
</tr>
<tr>
<td>Location(s): Regenstein Library 101</td>
</tr>
</tbody>
</table>

**Request Status**

- Approved
  - First Entered by: Sandra Fernandez
  - First Entered on: **09/20/2018 at 04:00 PM**
  - Last Updated by: Sandra Fernandez
  - Last Updated on: **09/20/2018 at 04:00 PM**

**Notification Letter**

- Status: Not Available
- Last Emailed: Not Specified
- Last Printed: Not Specified
- Last Read by Instructor: Not Specified

**Other Information**

- View Complete Request History
- View Faculty Notification Letter Notes
If you would like to cancel or modify your request for a given course, you can do so by clicking “Modify Request” or “Cancel Request” next to the course description for each course:

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Once your requested accommodations have been approved by our office, a message will be sent to your instructor(s) notifying them of your request.
Scheduling Exams:
On your student portal, click on “Alternative Testing” on the left-hand side of the screen. Once your accommodation requests for your courses have been approved by SDS, your courses will appear in the drop-down menu on this page:

1. Select the course for which you would like to schedule an exam and click “Schedule an Exam”.
2. You will need to complete the information under “Exam Detail” to schedule your exam (see next page).
a. You have three options for “request type”: Quiz, Midterm/Exam, and “Final”. Select the option that best matches the type of exam that you would like to schedule.
b. Enter the date of the exam.
c. Enter the start time of the exam for the rest of the class.
d. Select the accommodations that you would like to request to use for that particular exam.
e. Input any additional comments, etc. in the “Additional Note” field.
3. Click “Add Exam Request”

**Please note:** in order for SDS to proctor your exams, your instructor must submit the Alternative Testing Agreement. A link to the Alternative Testing Agreement will be provided to them in the e-mail notifying them of your request for exam accommodations.