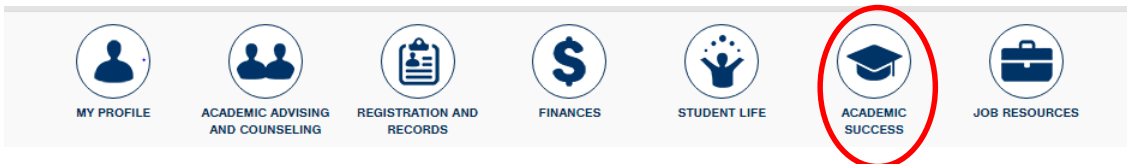
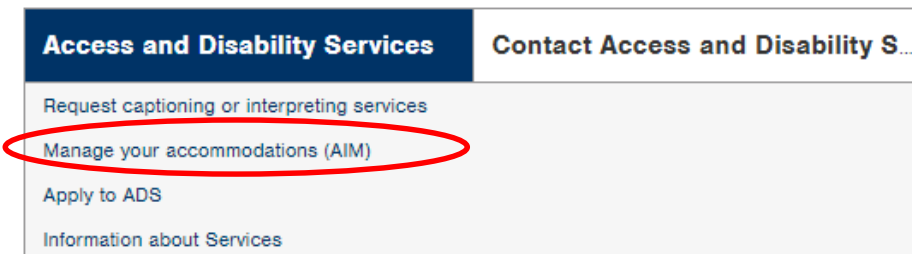


Making a Custom Interpreting or Captioning Request

1. Make sure you request your accommodations on AIM prior to making a Custom Request.
2. Go to my Harper Student Portal and log in.
3. Click on the Academic Success icon.



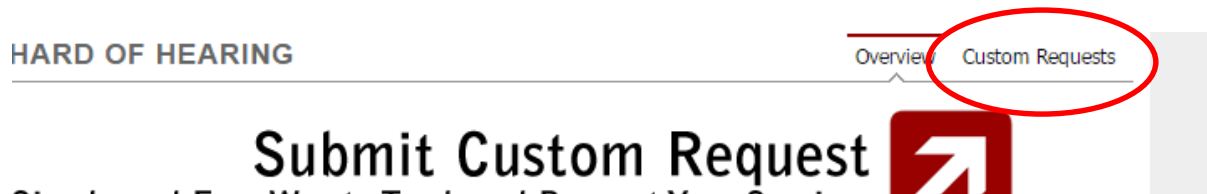
4. Click Manage Accommodations



5. Click on Deaf and hard of hearing on the left margin



6. Click Custom Request on the top right corner.



7. Click Custom Request (green box)

Custom Request

This form is only for meetings and events outside of class.

Follow this link to make a request for a meeting or event.

8. Click on Select One and then Non Class Related Request

The screenshot shows a web interface for 'DEAF AND HARD OF HEARING'. On the left is a sidebar with 'SMS (Text Messaging)' (Status: Active, Update Preference) and a 'Home' menu. The main content area has a 'Custom Request Form' with a 'Select Course' dropdown menu open. The dropdown options are: 'Select One', 'Non Class Related Request', '[2016 - Spring] - ECO 200.002 - INTRODUCTION TO ECONOMICS', '[2016 - Spring] - HUM 106.001 - THE CULTURES OF ASIA', and '[2016 - Spring] - THE 111.W80 - INTRO TO THEATRE'. A 'Continue to Specify Custom Request' button is visible below the dropdown.

9. Click Continue to Specify Custom Request

Select Course: **Select One**

Continue to Specify Custom Request

10. Fill out Event Information and Submit (date format is ##/##/2019)

The 'Event Information' form includes the following fields and options:

- Event Name*:
- Speaker(s):
- Event Date*: Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010)
- Time Start*:
- Time End*:
- Location*: Please specify where the event will be held in detail (i.e. address or building)
- Request Type(s)***
 - Interpreting
 - Video Captioning
 - Real-Time Transcribing
- Media Used**
 - DVD Video
 - Power Point Slides
 - Video File
 - Online Clip/YouTube
 - VHS Video
- Note:
- Submit Custom Request**