AIM: HOW TO MAKE ALTERNATE FORMAT BOOK REQUESTS FOR STUDENTS

1. Log into AIM through your student portal

   a. 

2. Click on Academic Success

   a. 
3. In the Access and Disability box, click on **Manage your Accommodations (AIM)**

![Image of the Access and Disability box with Manage your Accommodations highlighted]

**a.**

![Image of the Manage your Accommodations (AIM) option]

**b.**
4. Select the courses you would like accommodations for by checking the box next to the course name and follow the steps on the screen:

**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 Access and Disability Services.
2. Your courses might not display if you are part of the course waitlist.
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 2017 - NET 122.W01 - INTERNET PROTOCOLS (CRN: 60650)
- [ ] [Requested] Spring 2017 - WEB 170.W01 - WEB GRAPHICS/PROTOTYPING (CRN: 64115)
- [ ] [Requested] Spring 2017 - WEB 260.W01 - WEB SCRIPTING FOUNDATIONS (CRN: 65249)
- [ ] [Requested] Fall 2016 - CAS 175.W00 - DESKTOP PUBLISHING SOFTWARE (CRN: 36209)
- [ ] [Requested] Fall 2016 - NET 105.W01 - IT FUNDAMENTALS (CRN: 33174)

**Step 2 - Continue to Customize Your Accommodations**

b. Online web courses will come up as an error, ignore that
5. Confirm class accommodations


![My Accommodations]

a.

7. For each course, go through and select accommodation. Make sure to select the accommodation related to alt format: E-Text

![Select Accommodation(s) for HSC 165 070]

a.

8. After you select the accommodations for all courses of your choosing, scroll down and click “Submit Your Accommodation Requests”

![Submit Your Accommodation Requests]
9. You should then see the following dialogue on your screen:

![Image of system update successful]

10. ADS will see your accommodation requests and then they will contact the student with available information for e-text books via email.

11. Under Reading Material Title, type in the course name and section number (e.g., BIO 101.003)

![Image of reading materials]

12. In the Notes section, type in the following information:

   a. The book title and edition
   b. Publisher Name
   c. ISBN

13. Click Submit Request