AIM: HOW TO MAKE ALTERNATE FORMAT BOOK REQUESTS FOR STUDENTS

1. Log into AIM through your student portal

2. Click on Academic Success
3. In the Access and Disability box, click on **Manage your Accommodations (AIM)**

4. Select the courses you would like accommodations for by checking the box next to the course name.
b. Online web courses will come up as an error, ignore that

5. Click on Step 2 – Continue to Customize Your Accommodations


7. For each course, go through and select your accommodations. Make sure to select the accommodation related to alt format: E-Text
8. After you select the accommodations for all courses of your choosing, scroll down and click “Submit Your Accommodation Requests”

9. You should then see the following dialogue box on your screen:

10. ADS will see your accommodation requests and then they will contact the student with 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)
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