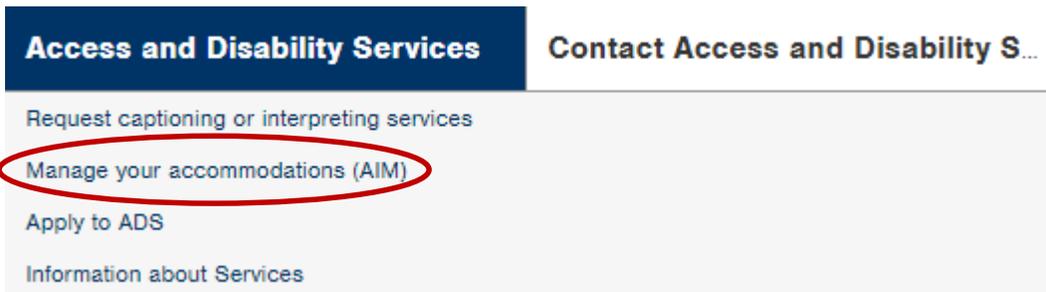


How to Cancel Notetaking Services on AIM

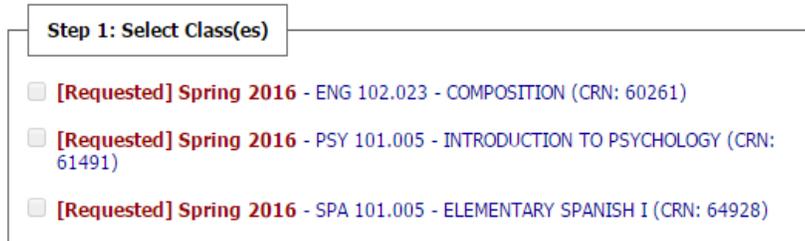
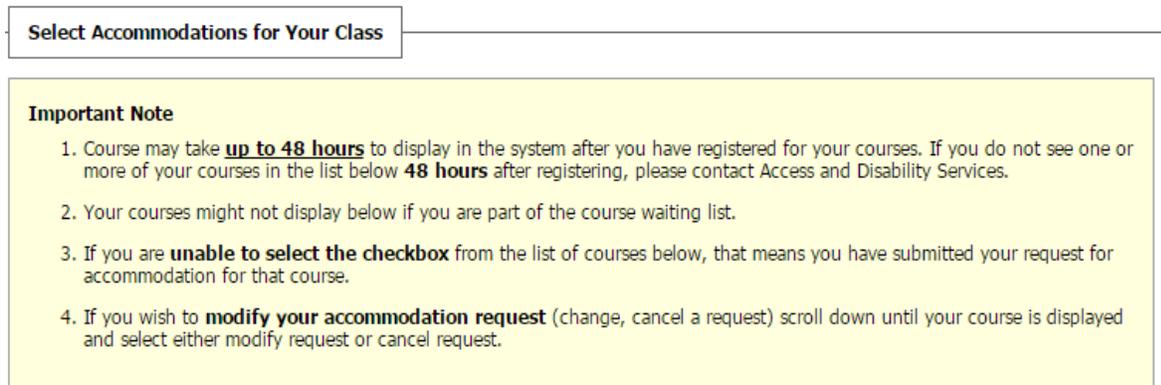
1. Go to My Harper Student Portal and log in.
2. Click on Academic Success.



3. Click on Manage Your Accommodations(AIM).



4. Click on the class that you want to cancel notetaking for.



5. Uncheck the box for “Notetaking Services.”

| | | |
|--|--|---|
| ENG 102.023 - Composition (CRN: 60261) | | Cancel Request |
| Instructor(s): | Dyrda Kathleen | |
| Days and Time(s): | MW at 12:30 PM - 01:45 PM | |
| Date Range(s): | 01/19/2016 - 05/20/2016 | |
| Location(s): | L 300 | |
| Request Status | | Notification Letter |
|  Approved | First Entered by: First Entered on: 01/20/2016 at 12:06 PM Last Updated by: Last Updated on: 02/08/2016 at 02:02 PM | Status: Emailed and Printed Last Emailed: 02/03/2016 at 05:03 PM Last Printed: 02/06/2016 at 07:49 PM Last Read by Instructor: Not Specified |
| Select Accommodation(s) for ENG 102.023 | | |
| <input checked="" type="checkbox"/> Alternative Testing | Extended due dates for assignments per Instructor approval due to medical <input checked="" type="checkbox"/> condition | Flexibility in attendance due to medical <input checked="" type="checkbox"/> condition |
| <input checked="" type="checkbox"/> Notetaking Services | | |

6. Click on “Update Request.”

Important Note

Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.

To view all pending request submitted for this class, please use the following link: [View Pending Request\(s\)](#).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

| | | |
|-----------------------|-----------------------|---------------------|
| Update Request | Cancel Request | Back to List |
|-----------------------|-----------------------|---------------------|