

How to send a Letter of Accommodation to an Instructor in AIM

1. Go to the <u>Student AIM Portal</u>. Enter the same credentials used to for your Winthrop email and Wingspan account.



2. Once logged in, you should be directed to your Dashboard that provides an overview of your account. Click on "**My Dashboard**" on the left side under "**Home**" if you navigate away from the Dashboard and need to return to it.



3. Under the "Select Accommodations for Your Class" section, select your classes for which accommodations are needed. Then, click "Step 2-Continue to Customize Your Accommodations".

My Malbox (Sent E-Mais)	Select Accommodations for Your Class
My Accommodations     My Elgibility     List Accommodations     Atemative Testing     Any questions or concerns?     List the following context	Important Note     Courses may take up to <u>48 hours</u> to deplay in the system after you have registered for them. If you do not see one or more of your courses in the list below if hours after registering, please contact Office of Accessibly.     Your courses might not deplay below if you are part of the course watery lit.     To request accommotions, seek: the incledbole(s) for the courses where they are needed, then click the button below to go to the next page to select the unable to select a checkbox from the lit of courses below, that means you have already advinted your request for     A. If you are unable to select a checkbox from the lit of courses below, that means you have already advinted your request for
information: Phone: (803) 323 - 3290 Send an Email	accommodations for that course. 5. If you with to modify your accommodation request (change or cancel a request), scrol down until your course is displayed and select other Modify Request or Cancel Request.
Logott Logott Dray which wor sessor, please do not forget to Log Out and Case' Very Howser. Log Out	Step 1: Select Class(ex)           [Resulted] Fail 2020 - MITH 315.002 - FORENSIC ANTHROPOLOGY (CRIL 12852)           [Resulted] Fail 2020 - MITH 315.002 - FORENSIC ANTHROPOLOGY (CRIL 12852)           [Status and State and St
	By submitting this request for a Letter of Accommodation to be sent for my accommodations this semester, I agree to: • Communicate with my instructors about my accommodation requests. • Follow OA polices and proceedures for my accommodations. • Contact OA with any questions or concerns about my accommodations.
	Step 2 - Continue to Customize Your Accommodations

4. For each class, select which accommodations you will need to use. All accommodations are checked by default, but you can uncheck any accommodation you may not use for a specific class (example: a basic calculator accommodation is probably not needed in an English class). Once finished, click "**Submit Your Accommodation Requests**".

My Dashboard	
Iome » My Dashboard » Overvi	ew OVERVIEW
Back to My Profile	Final Step: Select Accommodation(s) for Each Class
Home     My Dashboard     My Profile     Mequest for Appointment     Submt Additional     Documentation to OA     My Mailbox (Sent E-Malle)	Intervention         CRH: 30479)           Instructor(s):         WUEF(S)           Days and Time(s):         Not Specified           Date Range(s):         05/18/2020 - 08/12/2020           Location(s):         TBA (Campus: WU)
My Accommodations     My Elgblity     List Accommodations	Select Accommodation(s) for MCOM 461.001  Select Accommodation(s) for MCOM 461.001  Select Accommodations  Seating near the presenter/lecturer

5. Return to "**My Dashboard**" to verify your LOA request was sent. Beside each class, you will see the word "Requested". Also, you will receive a confirmation email to your Winthrop email account. Now that your instructors have been informed of your accommodations, you can schedule to take exams with the OA Test Center.

Step 1: Select Class(es)	
[Requested] Fall 2020	- ANTH 315.002 - FORENSIC ANTHROPOLOGY (CRN: 12852)

\*Students are expected to make accommodation requests within a reasonable timeframe. OA staff encourages students to request accommodations at the start of each term or ASAP if recently diagnosed or registered with our office. Retroactive accommodations are typically only given at instructor discretion.

\*If you have any questions concerning the new AIM process, contact the Office of Accessibility at <u>accessibility@winthrop.edu</u> or 803-323-3290. We are here to help you!