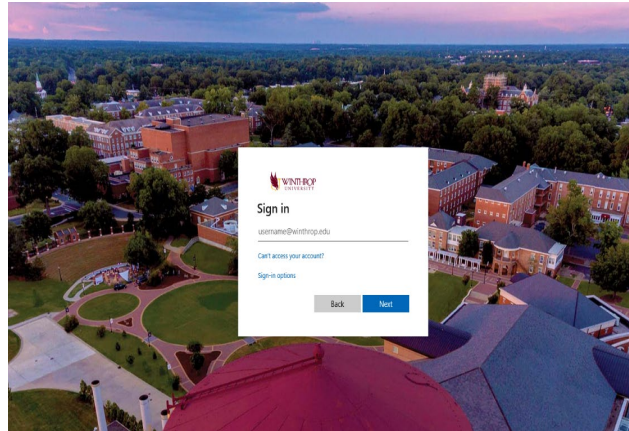
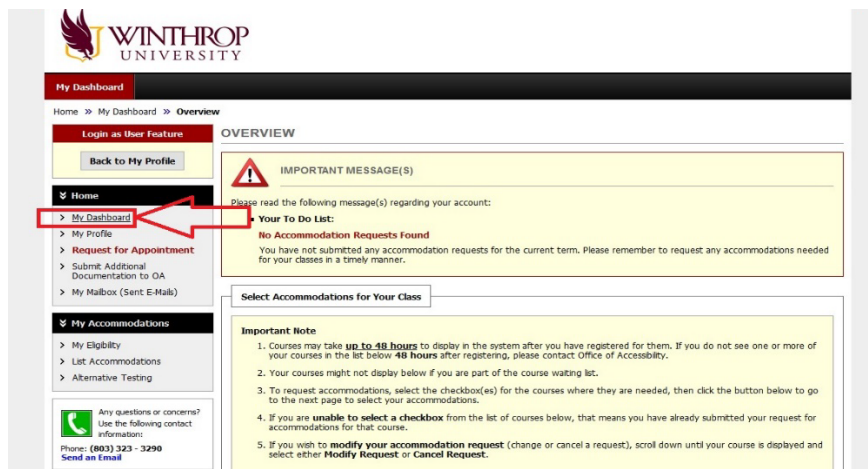


How to send a Letter of Accommodation to an Instructor in AIM

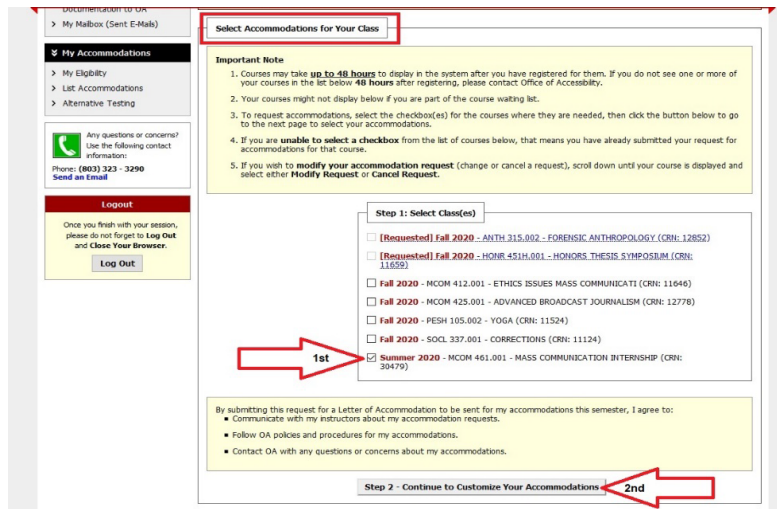
1. Go to the [Student AIM Portal](#). Enter the same credentials used to for your Winthrop email and Wingspan account.



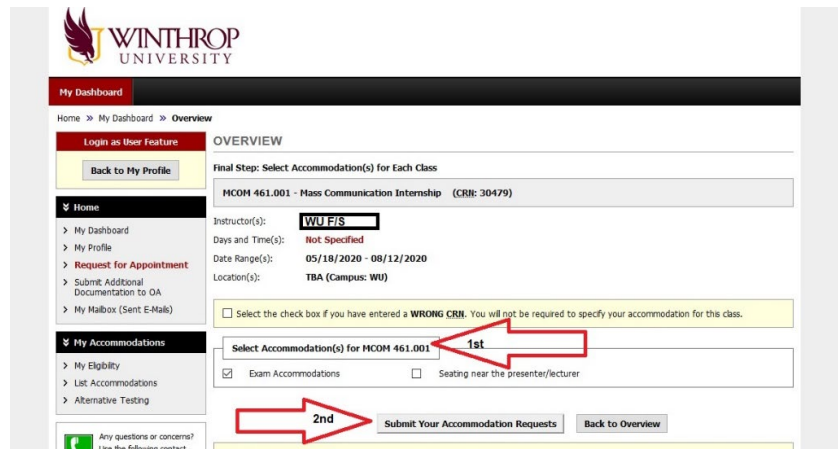
2. Once logged in, you should be directed to your Dashboard that provides an overview of your account. Click on **“My Dashboard”** on the left side under **“Home”** if you navigate away from the Dashboard and need to return to it.



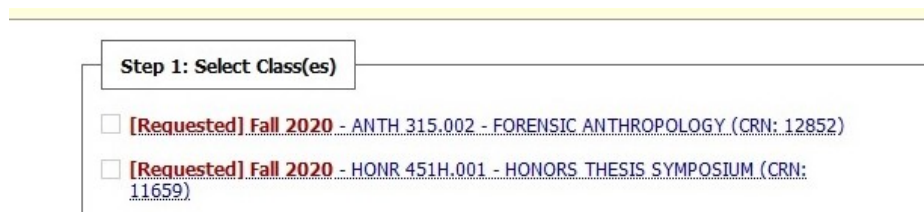
3. Under the **“Select Accommodations for Your Class”** section, select your classes for which accommodations are needed. Then, click **“Step 2-Continue to Customize Your Accommodations”**.



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”**.



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.



***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 accessibility@winthrop.edu or 803-323-3290. We are here to help you!**