

# HOW DO I REQUEST MY LETTER OF ACCOMMODATION (LOA) IN AIM?

1. In the left side of the webpage, under "My Accommodations", select "**List Accommodations**".

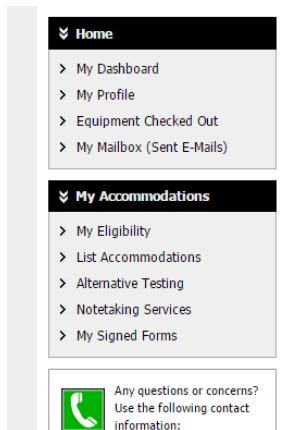


Figure 1: Image of AIM Service/Accommodation offerings in Student Profile

2. From "**Select Accommodations for Your Classes**", review the Important Note, and proceed to "**Step 1: Select Class(es)**"

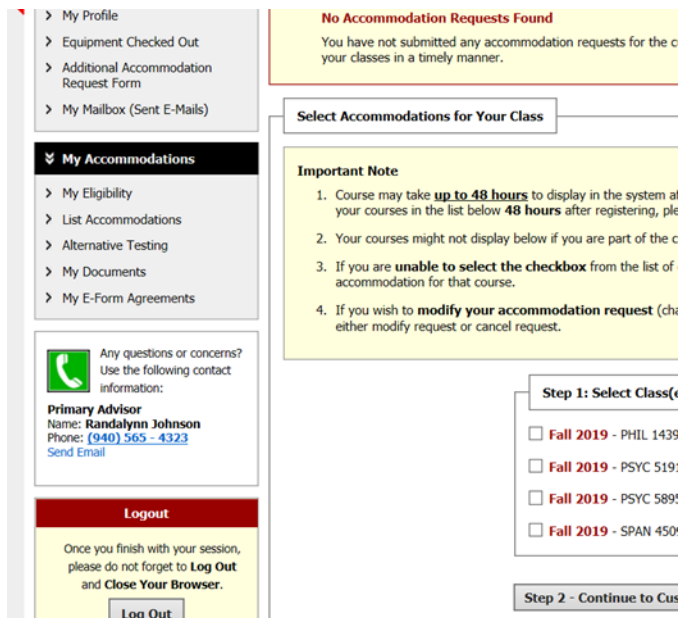


Figure 2: Image of "select accommodations for your class" followed by a list of the student's classes.

3. Select the corresponding checkbox for each of the courses that you are requesting accommodations for at this time.
4. Review each statement in the box below.
5. Click on **"Step 2 - Continue to Customize Your Accommodations"**.
6. Review each of your indicated courses and **"Select Accommodation(s) for [course]"** by checking the corresponding box next to the accommodations you are requesting—please ensure that you review and select accommodations for each course.

**Note:** *Approved accommodations were determined at your "Registration Meeting" when you first register with Office of Disability Access (ODA). You can modify your accommodation request at any time during the semester; however, accommodations are not retroactive. Please contact your ODA Coordinator with questions.*

**Select Accommodation(s) for KINE 3291.001**

Alternative Testing
  Audio Record Classes
  Disability Related

Notetaking Services

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Select the check box if you would like DS to **email this accommodation letter** to your instructor(s) for **KINE 3291.001** course.

Figure 3: Image of "Select accommodation(s) for a specific class". Students are able to choose from their list of accommodations exactly which accommodations to use in each class.

7. If you would like to have your LOAs emailed to your professor/instructor for each course check the box that indicates **"Select the check box if you would like DS to email this accommodation letter"**.
8. Click on **"Submit Your Accommodation Requests."** ODA will email your LOAs to your professors, and you will receive a copy of the email.
9. We recommend that you follow up with each professor/instructor after Letter of Accommodation in person or via email.