How to Send My Accommodations

Quick Guide

1. Click the link **AIM Portal**
   You might be asked to sign in. Use your MavZone username and password.
   If this is your first time signing in—Read and Sign Confidentiality Agreements when prompted.

2. You will see a list of your registered classes in Select Accommodations for Your Class, “Step 1: Select Class(es).” Select classes by clicking the checkbox next to each one.
3. Click the “Step 2 - Continue to Customize Your Accommodations” button

4. Select the accommodation you are approved for and want to use in each class by clicking the check box. Then submit your request by clicking “Submit Your Accommodation Requests”

Don’t Forget – Talk to your professor to make sure they received your accommodations.