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.
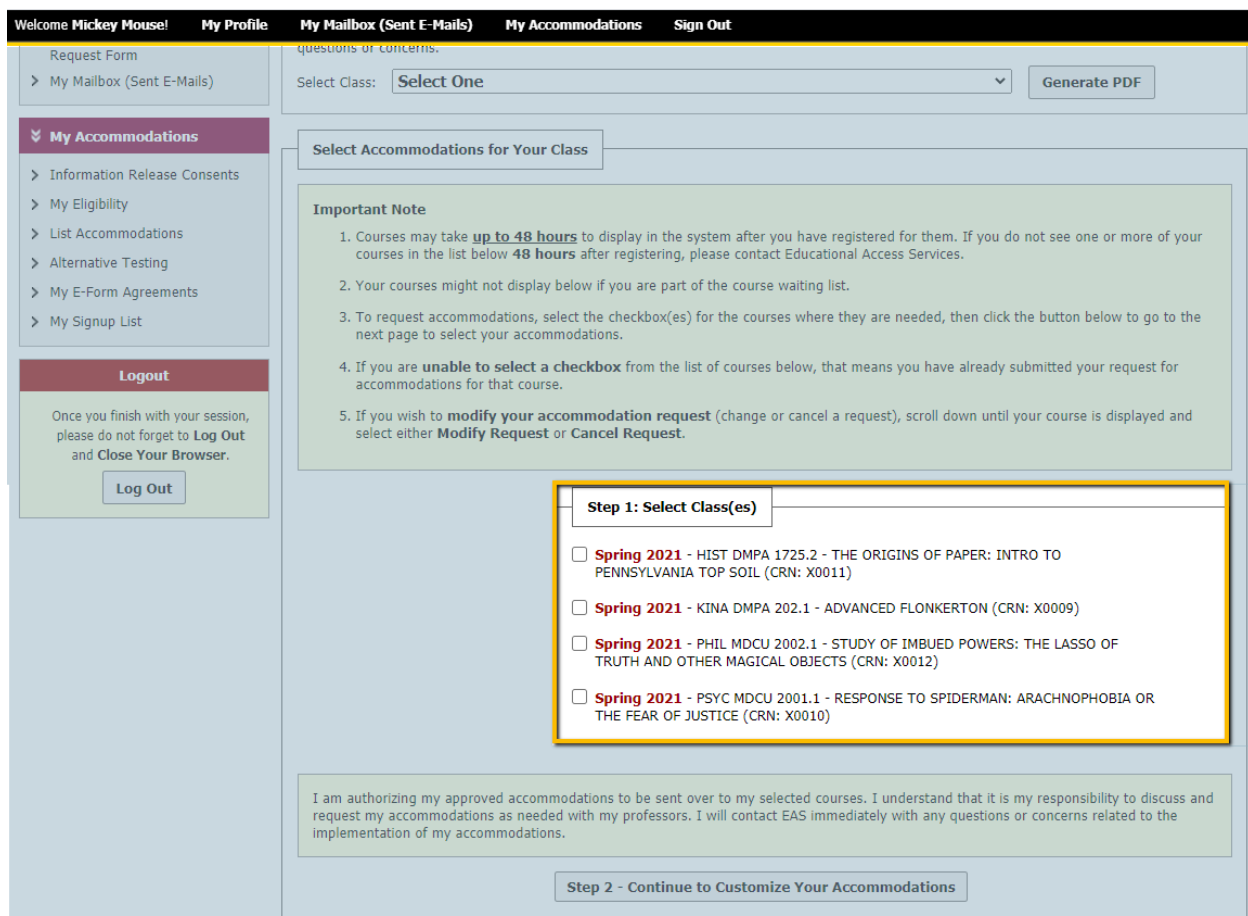   If this is your first time signing in—Read and Sign Confidentiality Agreements when prompted.

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**

and Close Your Browser.

Log Out

Step 1: Select Class(es)

- ☐ **Spring 2021** - HIST DMPA 1725.2 - THE ORIGINS OF PAPER: INTRO TO PENNSYLVANIA TOP SOIL (CRN: X0011)

- ☐ **Spring 2021** - KINA DMPA 202.1 - ADVANCED FLONKERTON (CRN: X0009)

- ☐ **Spring 2021** - PHIL MDCU 2002.1 - STUDY OF IMBUED POWERS: THE LASSO OF TRUTH AND OTHER MAGICAL OBJECTS (CRN: X0012)

- ☐ **Spring 2021** - PSYC MDCU 2001.1 - RESPONSE TO SPIDERMAN: ARACHNOPHOBIA OR THE FEAR OF JUSTICE (CRN: X0010)

I am authorizing my approved accommodations to be sent over to my selected courses. I understand that it is my responsibility to discuss and request my accommodations as needed with my professors. I will contact EAS immediately with any questions or concerns related to the implementation of my accommodations.

Step 2 - Continue to Customize Your Accommodations

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"**

Final Step: Select Accommodation(s) for Each Class

BUGB 4001.1 - Senior Seminar: Somehow I Manage   (CRN: X00030)

Instructor(s):	Sam Dieguez
Days and Time(s):	MTWRF at 08:00 AM - 08:50 AM
Date Range(s):	08/12/2021 - 12/17/2021
Location(s):	H 139 (Campus: 1)

☐ Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for BUGB 4001.1

- ☐ Alternate Format Textbooks
- ☐ Enlarged Materials
- ☐ Record Lectures
- ☐ Testing Accommodations (Including extended time, reduced distraction, etc.)

Submit Your Accommodation Requests   Back to Overview

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