

# How to Modify Accommodation Requests in AIM

This guide provides a straightforward process for modifying your accommodations in AIM, ensuring that your educational needs are met effectively.

1 Navigate to [AIM](#)

2 Click "View Request Detail" or scroll down to see your accommodation requests

**AVAILABLE SIGNUP LIST**

Select Signup:  
Select One

**CONTINUE TO SIGN UP >**

**Accommodation Requests SPRING 2025**

**2**

Number of Requests  
[View Request Detail](#)

Add Requests

**YOUR NOTIFICATIONS**

**\*\*\*THIS IS AN EXAMPLE NOTIFICATION\*\*\***

This is used to provide an... can be an employee or a s... notification that will appe... It must be manually adder... User Service Center for ee... want examples of how thi... ticket.

This is a feature that is nc... deployment. You may wis... feature until you have exp... system.

**List of Accommodation Requests:**

- **EAT 100.001 - EAS ACCOMMODATED TESTING (CRN: 202501)**
- **EAT 110.002 - TEST COURSE 110 (CRN: 202502)**

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Click "Modify Request" under the specific course you wish to change your requested accommodations for.

### ACCOMMODATION REQUESTS

**No Courses Listed from the School:**

- Courses may take up to 48 hours to display in the system after you have registered for them. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Educational Access Services.
- Your courses might not display below if you are part of the course waiting list.

### EAT 100.001

Status:

**Approved - Notification Scheduled**

Course Title:

**EAS Accommodated Testing (202501)**

Available Action:

[Modify Request](#)

Request Summary

Course Detail

Accommodation Requested:

- **Alternate Format Textbooks**

### EAT 110.002

Status:

**Approved - Notification**

Course Title:

**Test Course 110 (202501)**

Available Action:

[Modify Request](#)

Request Summary

Course Detail

Accommodation Requested:

- **Testing - Extra Time**

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Select or unselect any accommodations you want or no longer want.

Faculty Notification Letter:

**Scheduled**

Approval Status:

**Thursday, January 02, 2025 at 08:46 AM**

**By: Demi Golden**

The following accommodation is added by the staff:

- Testing - Memory Aid on Math exams only (Limited to Subject: MATH, MATC and STAT)

#### SELECT ACCOMMODATIONS \*

- Alternate Format Textbooks
- American Sign Language
- Assistance in Lab
- Disability-Related Absences (DRA)
- Peer Notetaker
- Permission to Audio Record Lectures
- Testing - Extra Time 1.50x
- Testing - Reduced Distraction Environment

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Click "Update Request". EAS will approve the request and faculty notifications will be updated accordingly.

The screenshot shows a web form with a list of checkboxes for accommodations. The checked items are: Alternate Format Textbooks, Disability-Related Absences (DRA), Peer Notetaker, Testing - Extra Time 1.50x, and Testing - Reduced Distraction Environment. The unchecked items are: American Sign Language and Assistance in Lab. Below the list are two buttons: 'UPDATE REQUEST' and 'CANCEL REQUEST'. A red circle highlights the 'UPDATE REQUEST' button.

- Alternate Format Textbooks
- American Sign Language
- Assistance in Lab
- Disability-Related Absences (DRA)
- Peer Notetaker
- Permission to Audio Record Lectures
- Testing - Extra Time 1.50x
- Testing - Reduced Distraction Environment

**UPDATE REQUEST** >

**CANCEL REQUEST** >