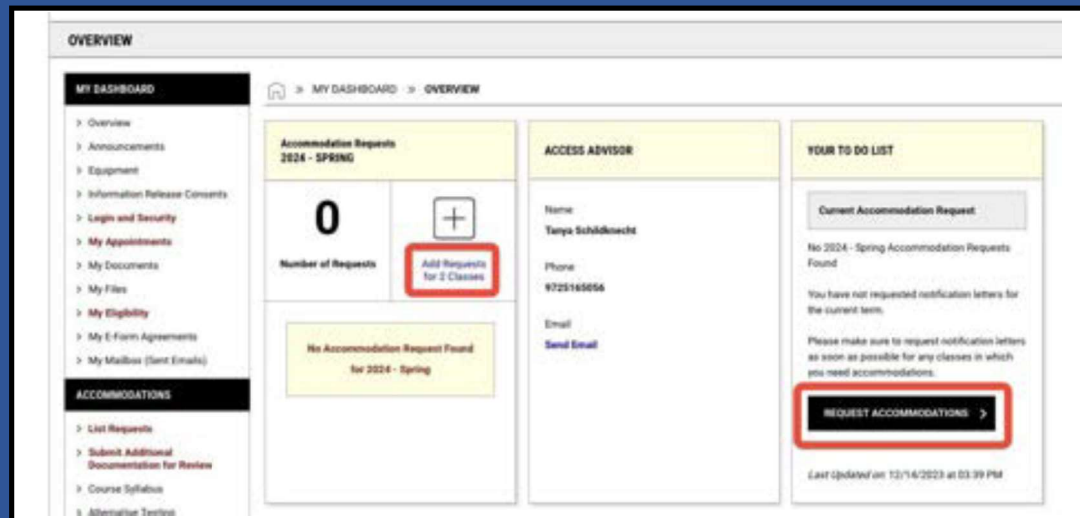


How to  
**Select Accommodations**  
for your classes  
each semester

# From your AIM Portal Dashboard

EACH SEMESTER you will need to log in to select your accommodations.

You can click either  
“Add Request” or “REQUEST ACCOMMODATIONS.”



The screenshot displays the 'OVERVIEW' page of the AIM Portal. The left sidebar contains navigation links for 'MY DASHBOARD' (Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Documents, My Files, My Eligibility, My E-Firm Agreements, My Mailbox) and 'ACCOMMODATIONS' (List Requests, Submit Additional Documentation for Review, Course Syllabus, Alternative Testing). The main content area is divided into three columns. The first column, 'Accommodation Requests 2024 - SPRING', shows a large '0' for the number of requests and a red-bordered button labeled 'Add Requests for 2 Classes'. Below this is a yellow box stating 'No Accommodation Request Found for 2024 - Spring'. The second column, 'ACCESS ADVISOR', lists contact information for Tanya Schidloecht, including phone (925145056) and email (Send Email). The third column, 'YOUR TO DO LIST', includes a 'Current Accommodation Request' section with a message: 'No 2024 - Spring Accommodation Requests Found. You have not requested notification letters for the current term. Please make sure to request notification letters as soon as possible for any classes in which you need accommodations.' A red-bordered button labeled 'REQUEST ACCOMMODATIONS >' is highlighted at the bottom of this section. The page footer indicates it was last updated on 12/14/2023 at 03:39 PM.

From this screen, navigate to the semester you would like to request or update accommodations for by clicking, **"Previous Term"** or **"Next Term."**



» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

OVERVIEW

BY TERM

[Previous Term](#)

Term: 2024 - Spring

[Next Term](#)

Select the Check Box next to **ALL** of the classes you would like accommodations for.

*If you would like the same accommodations for all your classes, you can select “Apply the same accommodations to all selected courses.”*

Once you have made your selections click  
**“CONTINUE TO NEXT STEP”**

## ACCOMMODATION REQUESTS

*How to Request Accommodations* ▼

### STEP: SELECT COURSES

ENGL 1301.022 - COMPOSITION I (CRN: 20529)

MATH 0314.03Q - COLLEGE ALGEBRA SUPPORT (CRN: 22511)

Apply the same accommodations to all selected courses.

**CONTINUE TO NEXT STEP >**

From this screen select **ALL** the accommodations you would like for **EACH** class. Then under "FINAL STEP" select the check box and select "**SUBMIT REQUEST.**"


**IMPORTANT NOTE:**

*If you want an accommodation in the classroom AND when testing, you MUST select the accommodation twice. Once "for class" and once "for testing."*

The screenshot displays a web-based form for selecting accommodations for two courses: ENGL 1301.022 and MATH 0314.03Q. Each course has a 'SELECT ACCOMMODATIONS' section with a list of options. For ENGL 1301.022, the selected accommodations are: Captioner for Class, Captioner for Testing, Class Notes for Class, Computer for Testing, Computer Use in Class, Extended Time for Testing, Extended Time-In class writing assignments/lab practical, Preferential Seating in Class, and Waiver/Exemption Request - Deaf/HoH. For MATH 0314.03Q, the selected accommodations are: Calculator for Class, Calculator for Testing, Class Notes for Class, Computer for Testing, Computer Use in Class, Extended Time for Testing, Extended Time-In class writing assignments/lab practical, Interpreter for Class, Interpreter for Testing, Preferential Seating in Class, and Waiver/Exemption Request - Deaf/HoH. The 'Interpreter for Class' and 'Interpreter for Testing' options are highlighted with red boxes. To the right, a 'STEP: FINAL STEP' section contains a warning message: 'Based upon your current approved accommodations, please request accommodations for each of your classes for the semester indicated above. To request additional accommodations, please fill out the Additional Accommodation Request Form.' Below this message are two buttons: 'SUBMIT REQUEST >' and 'START OVER >'.

From your AIM Portal Dashboard, you will be able to see your approved accommodations.

*If you have any questions or concerns, contact your ACCESS Advisor.*



The screenshot displays the 'OVERVIEW' page of the AIM Portal Dashboard. The page is divided into several sections:

- MY DASHBOARD:** A sidebar menu with options: Overview, Assessments, Equipment, Information Release Consents, Login and Security, My Appointments, My Documents, My Files, My Eligibility, My E-Firm Agreements, and My Mailbox (Just Emails).
- ACCOMMODATIONS:** A section with options: List Requests, Submit Additional Documentation for Review, Course Splitting, Alternative Testing, and Communication Access.
- IMPORTANT DATES:** A section showing 'January 18, MLK, Closed All Day' with a 'VIEW ALL >' button.
- Accommodation Requests 2024 - SPRING:** A summary card showing '2' requests with a green checkmark icon, a 'Number of Requests' label, and a 'View All Requests' link.
- List of Accommodation Requests:** A list of requests including 'ENGL 1301 R02 - COMPOSITION I (CRN 2052)' and 'MATH 2214 R02 - COLLEGE ALGEBRA SUPPORT (CRN 2261)'.
- QUESTION?:** Contact information for the ACCESS Office: 'Collin College ACCESS Office, Main Phone: 972-881-5898, Dual Credit Information: 972-553-1188, Email: ACCESS@collin.edu'.
- LOG OUT >** A button at the bottom right.