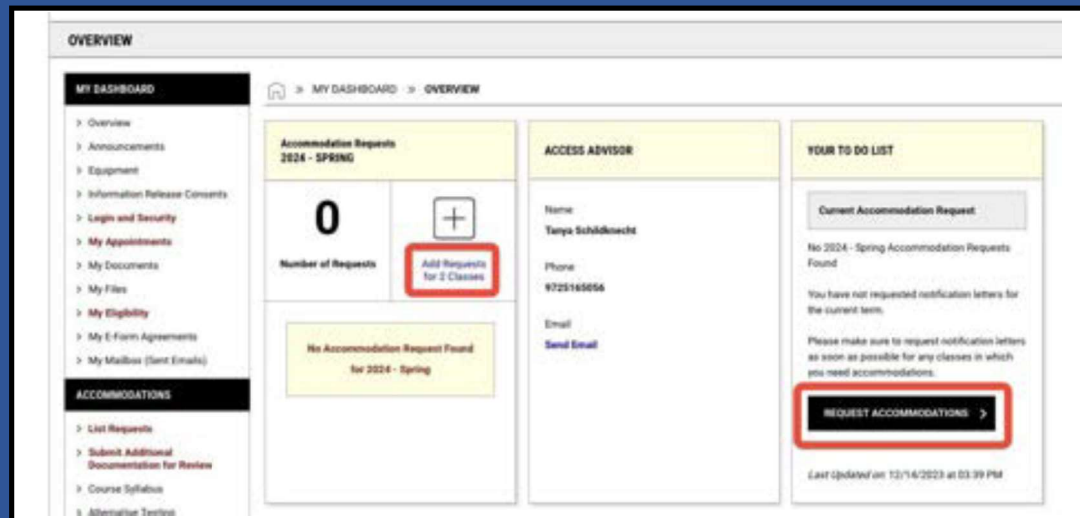# How to
Select Accommodations
for your classes
each semester

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."

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

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."

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.