Requesting Accommodations in the AIM Database

Step 1: Log in to your AIM account with the username and password given to you by your accommodation specialist.

Step 2: Click the “List Accommodations” tab on the left.
Step 3: Select the classes you want to request accommodations for. Then click “Continue to Customize Your Accommodations.”

Step 4: Select the accommodations you’d like to request for each class, then click “Submit Your Accommodation Requests.”
Step 5: Fill out any required forms. You must do this before you can access the rest of AIM. Read the entire form, and if you agree to the terms and conditions, sign the form with your name exactly how it’s printed in AIM.
Step 6: Click on “List Accommodations.” You will see a list of accommodations you requested.

Step 7: From here you can cancel or modify accommodations. Click “Modify Request” next to the class you want to select different accommodations for.
Step 8: Select the accommodations you want, then click “Update request”. Now your request will appear as “Pending”. You can click “Cancel Pending Request” to revert back to your original accommodations. Click “Cancel Request” to cancel accommodations for a class completely. Select a reason from the list and click “Cancel Accommodation Request.”
To request this information in an alternate format (Braille, digital, audio or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, 231; or AccessibleResources@lanecc.edu.

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