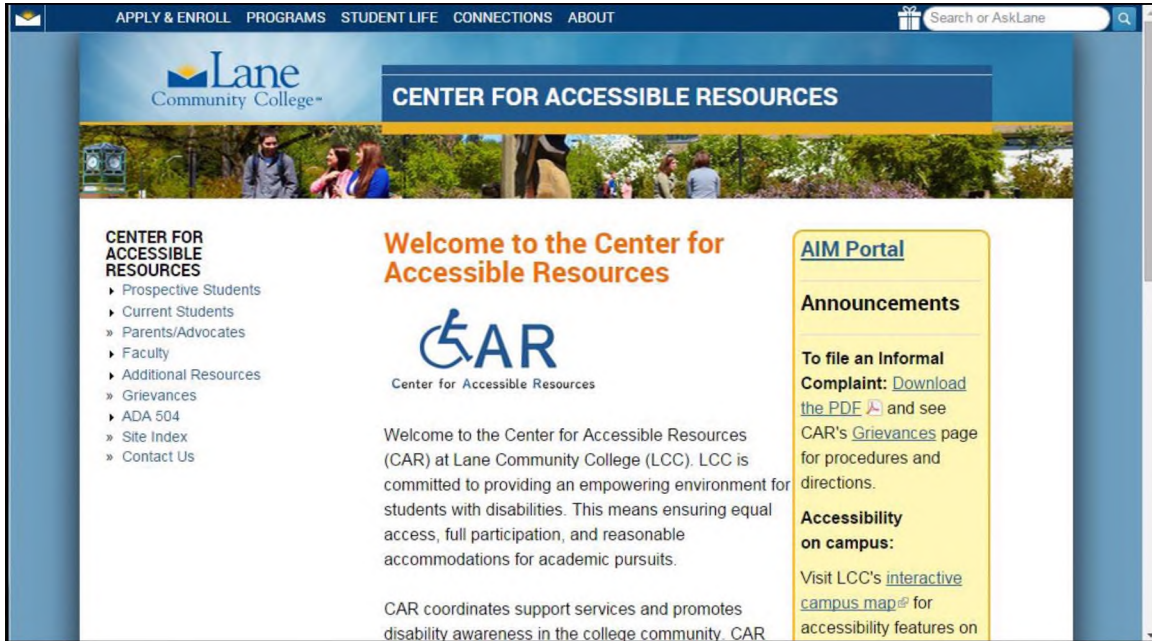
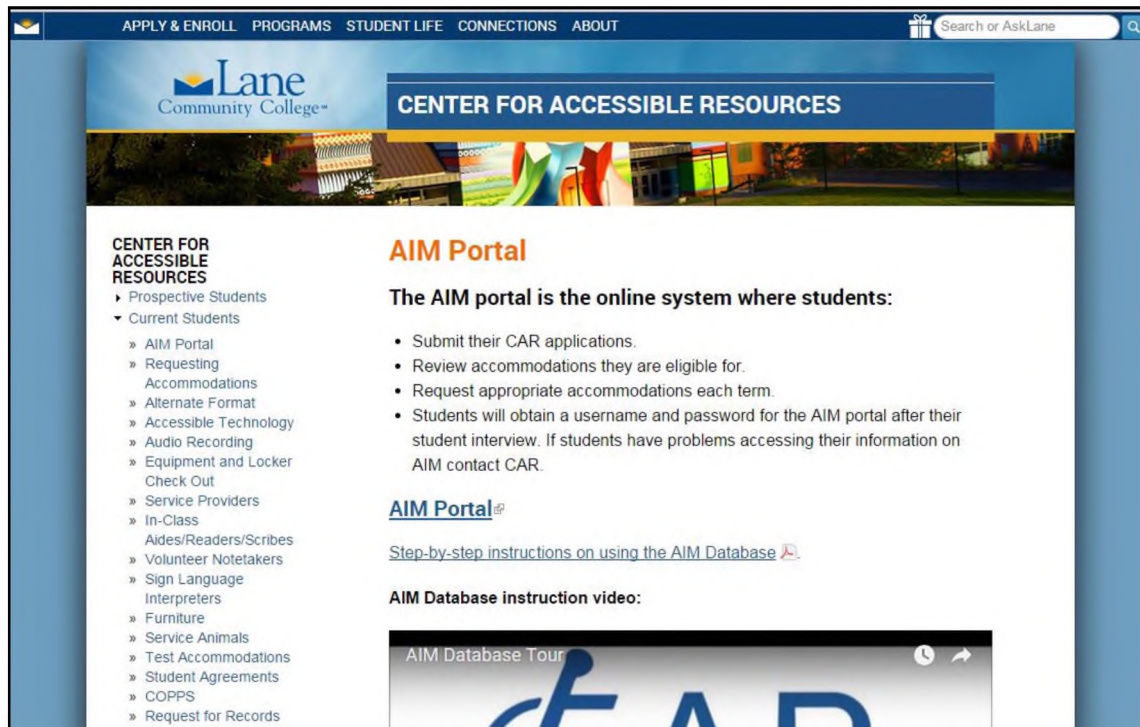


AIM Tutorial

Go to the CAR homepage. In the yellow box on the right, click the first link that says "AIM Portal."



This page will give you information about the AIM Database. There is also a video tour of the database you can watch.



Now you're on the AIM sign-in page. Enter the username and password given to you at your student interview and click "Sign In." You can change your password once you're logged in.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Lane
Community College™

My Dashboard

Home » **Welcome to Online Services**

Home

- > Online Services Home
- > Reset My Password

WELCOME TO ONLINE SERVICES

Sign In Information

Username*:

Password*:

Sign In

New Student?
Submit your application to receive accommodation from Center for Accessible Resources.

Sign Up as a Notetaker
Submit your application to take notes for students with disabilities.

NEED HELP?

- Access Tutorials
- Contact Our Office
- Read Disclaimer

CENTER FOR ACCESSIBLE RESOURCES

Lane Community College
Main Campus, Building 1, Room 218
Eugene, OR 97405

Website: <http://www.lanecc.edu/disability/>
Email Us: AccessibleResources@lanecc.edu

Phone: (541) 463 - 5150
Fax: (541) 463 - 4739

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Before you can check your AIM information, you must fill out all required forms.

My Dashboard

Home » My Dashboard » **Required Forms**

REQUIRED FORMS

Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard:

- > **Furniture Accommodations Student Agreement**
- > **Responsibilities for Students Using Accommodations**
- > **Test Accommodation Student Guidelines**

Questions? Contact Us!
Please contact our office if you have any questions regarding alternative format request.

Center for Accessible Resources
Main Campus, Building 1, Room 218
Eugene, Oregon 97405
Phone: (541) 463-5150 (Voice)
Fax: (541) 463-4739
Email: AccessibleResources@lanecc.edu

My Dashboard

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > My Signed Forms

Any questions or concerns? Use the following contact information:
Phone: **(541) 463 - 5150**
Send [Email Address](#)

Click on the name of a form to sign it. Read the whole form, enter your name exactly as it is entered in the AIM database, and click "Submit Form."

Welcome **Justin Example!** My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

- terminology or punctuation.
- The student will direct the scribe to make any corrections; otherwise, what has
- been dictated by the student will be turned in as is.
- For responses requiring equations, the student must specify where to place
- figures and operands.

Reader and scribe accommodations will be provided using technology through text-to-speech and speech-to-text software programs.

For more information, please visit <https://www.lanecc.edu/disability/student-agreements>.
I have read and understand the Agreement for Students utilizing Test Accommodations requested through the Center for Accessible Resources at Lane Community College.

Your Consent

Signature*:

Note: Please sign exactly as **Justin Example**

By submitting this form, you have agreed to the terms and conditions specified above:

NEED HELP?	CENTER FOR ACCESSIBLE RESOURCES
Access Tutorials	Lane Community College
Contact Our Office	Main Campus, Building 1, Room 218
Read Disclaimer	Eugene, OR 97405
	Website: http://www.lanecc.edu/disability/
	Email Us: AccessibleResources@lanecc.edu
	Phone: (541) 463 - 5150
	Fax: (541) 463 - 4739


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Once you fill out all your forms, you'll see your AIM dashboard.

My Dashboard

Home >> My Dashboard >> Overview


OVERVIEW

 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

Note: It may take up to **10 seconds** to generate each PDF file.

Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class:

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

Need Help?

If you do not see your courses listed below, it may be because CAR's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

If you need immediate assistance, please contact our office or come into the office.


Center for Accessible Resources

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > My Signed Forms

 Any questions or concerns? Use the following contact information:
Phone: (541) 463 - 5150
Send [Email Address](#)

Scroll down your dashboard to see a list of your classes and accommodations. From here, you can click “Modify Request” or “Cancel Request.”

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

LIST ACCOMMODATIONS FOR WINTER 2016

Refine Search Result: Search All [v]
 Refine Search

Previous Term Term: Winter 2016 Next Term

Number of Records Found: 3 Show Limit: 100 per Page Update
 Showing Records: 1 - 3 Navigate to Page: 1 Go Previous Next

FR 102.002 - First Year French (CRN: 30289) [Modify Request](#) [Cancel Request](#)

Instructor(s): Renee Mackey
 Days and Time(s): MWF at 10:00 AM - 11:50 AM
 Date Range(s): 01/04/2016 - 03/11/2016
 Location(s): LCC04 451

Request Status
 First Entered by: Renee Mackey
 First Entered on: 02/26/2016 at 01:42 PM
 Last Updated by: Valerie Ruddy
 Last Updated on: 02/29/2016 at 11:21 AM

Notification Letter
 Status: **Emailed**
 Last Emailed: 02/29/2016 at 11:21 AM
 Last Printed: **Not Specified**
 Last Read by Instructor: **Not Specified**

List Accommodation(s) Selected for FR 102.002

- Alternate chair
- Test/Quiz Accommodations

Other Information

- View Complete Request History

Once you click “Modify Request,” you’ll be able to select the accommodations you want to request for this class and select “Update Request” or “Cancel Request.”

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

MY ACCOMMODATIONS

- Information Release Consents
- My Eligibility
- List Accommodations
- Test Accommodations
- My Signed Forms

Any questions or concerns? Use the following contact information:
 Phone: (541) 463 - 5150
[Send Email Address](#)

Request Status
 First Entered by: Renee Mackey
 First Entered on: 02/26/2016 at 01:42 PM
 Last Updated by: Valerie Ruddy
 Last Updated on: 02/29/2016 at 11:21 AM

Notification Letter
 Status: **Emailed**
 Last Emailed: 02/29/2016 at 11:21 AM
 Last Printed: **Not Specified**
 Last Read by Instructor: **Not Specified**

Select Accommodation(s) for FR 102.002

Alternate chair Test/Quiz Accommodations

Important Note

Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.

To view all pending request submitted for this class, please use the following link: [View Pending Request\(s\)](#).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

[Update Request](#) [Cancel Request](#) [Back to List](#)

Request History

Accommodation Request was **Approved** on Friday, February 26, 2016 at 01:42:43 PM by Renee Mackey.

Type of Accommodations	Type	Date Processed
Test/Quiz Accommodations	Added	02/26/2016 at 01:42 PM
Alternate chair	Added	02/26/2016 at 01:42 PM

Questions? Contact Us!
 Please contact our office if you have any questions or concern.


Once you've modified the request, it will show up on your dashboard as "Pending." In the yellow box underneath you can click "Cancel Pending Request" to cancel any changes you've made to the original request.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Showing Records: 1 - 3 Navigate to Page: 1 | Go Previous Next

FR 102.002 - First Year French (CRN: 30289) [Modify Request](#) [Cancel Request](#)

Instructor(s): **Renee Mackey**
 Days and Time(s): **MWF at 10:00 AM - 11:50 AM**
 Date Range(s): **01/04/2016 - 03/11/2016**
 Location(s): **LCC04 451**

<p>Request Status</p> <p> Pending</p> <p>First Entered by: Renee Mackey First Entered on: 02/26/2016 at 01:42 PM Last Updated by: Valerie Ruddy Last Updated on: 02/29/2016 at 11:21 AM</p>	<p>Notification Letter</p> <p>Status: Emailed Last Emailed: 02/29/2016 at 11:21 AM Last Printed: Not Specified Last Read by Instructor: Not Specified</p>
---	---

Pending Approval

Request Submitted on Thursday, March 10, 2016 at 09:58:58 AM by Justin Example

- Test/Quiz Accommodations Is Removed.

Available Action(s): [Cancel Pending Request](#)

<p>List Accommodation(s) Selected for FR 102.002</p> <ul style="list-style-type: none"> Alternate chair Test/Quiz Accommodations 	<p>Other Information</p> <ul style="list-style-type: none"> View Complete Request History
---	---

MTH 095.004 - Intermediate Algebra (CRN: 30112) [Modify Request](#) [Cancel Request](#)

Instructor(s): **Renee Mackey**

When you click "Cancel Request," select a reason from the provided list. Then click "Cancel Accommodation Request."

My Dashboard

Home >> My Dashboard >> **Overview**

OVERVIEW

Cancelling Accommodation

Reason to Cancel Services*: **Select One**

[Cancel Accommodation Request](#) [Back to List](#)

Questions? Contact Us!

Please contact our office if you have any questions or concern.

Center for Accessible Resources
 Main Campus, Building 1, Room 218
 Eugene, Oregon 97405
 Phone: (541) 463-5150 (Voice)
 Fax: (541) 463-4739
 Email: AccessibleResources@lanec.edu

Any questions or concerns? Use the following contact information:
 Phone: **(541) 463 - 5150**
 Send [Email Address](#)

NEED HELP? | **CENTER FOR ACCESSIBLE RESOURCES**

Access Tutorials | Lane Community College

How to change your AIM password

On your AIM dashboard, click the link on the left that says, “Change My Login Information.” Enter the password you’d like, then click “Change My Login Information.” After this, you can sign into your AIM account with your new login information!

The screenshot shows the 'Change My Login Information' page. On the left is a navigation menu with 'Home' and 'My Accommodations' sections. The main content area is titled 'CHANGE MY LOGIN INFORMATION' and contains a 'Login Information' form with fields for Username (pre-filled with 'justin1'), Password, and Confirm. A note states: 'Note: After entering your new username and password, the system will redirect you to sign in page.' Below the form is a yellow box titled 'PASSWORD REQUIREMENT OR SUGGESTIONS' with three bullet points: 'Minimum length of 6 characters.', 'Do not use one entire piece of personally identifiable information such as your Social Security number, telephone number, or date of birth. Instead, alter or disguise it.', and 'Do not use more than 5 instances of a single number or letter, or easily recognized sequences (e.g., 12345 or 11111).' A 'Change My Login Information' button is at the bottom right. A contact information box is on the left side of the page.

My Profile

In “My Profile” on the left, you can view your personal information. If you would like to make changes to your personal information, you can do so in myLane.

The screenshot shows the 'My Profile' page. The navigation menu on the left has 'My Profile' selected. The main content area is titled 'MY PROFILE' and includes 'Update Your Profile' and 'Back to My Dashboard' buttons. A yellow box with a warning icon contains an 'Important Note' about updating contact information in the school portal. Below this is a 'Personal Information' form with fields for First Name (Justin), Last Name (Example), Middle Name (Not Specified), Optional Preferred Name, School ID (L00123456), Birth Date (11/26/1990), and Gender (Male). A contact information box is on the left side of the page.

How to Check Your Equipment Status

Start on your AIM dashboard. In the menu on the left, click on “Equipment Checked Out.” Here you can see records of all the equipment you’ve checked out, whether it has been returned or not, the date it must be returned, and the value of the item (which you must pay if it is lost or damaged).

My Dashboard

Home » My Dashboard » **Equipment Checked Out**

Home

- My Dashboard
- My Profile
- Change My Login Information
- Equipment Checked Out
- My Mailbox (Sent E-Mails)

My Accommodations

- Information Release Consents
- My Eligibility
- List Accommodations
- Test Accommodations
- Alternate Formats
- My Signed Forms

Any questions or concerns? Use the following contact information:
Phone: (541) 463 - 5150
Send Email Address

EQUIPMENT CHECKED OUT

Question About Your Equipment? Contact Us!
Please contact our office if you have any questions or concern.

Center for Accessible Resources
Main Campus, Building 1, Room 218
Eugene, Oregon 97405
Phone: (541) 463-5150 (Voice)
Fax: (541) 463-4739
Email: AccessibleResources@lanecc.edu

Number of Records Found: **4** Show Limit: **100** per Page **Update**
Showing Records: **1 - 4** Navigate to Page: **1** **Go** Previous Next

Status: **Returned**
Return Date: **Friday, October 25, 2013**

Status: **Returned**
Return Date: **Tuesday, June 16, 2015**
Flash Drive - Verbatim
Additional Information: S/N: FLASH 32 Value: **\$ 22.00**

Status: **Returned**

My Mailbox

Click on “My Mailbox (Sent Emails)” to view electronic receipts of any communications sent through CAR.

My Dashboard

Home » My Dashboard » **My Mailbox**

Home

- My Dashboard
- My Profile
- Change My Login Information
- Equipment Checked Out
- My Mailbox (Sent E-Mails)

My Accommodations

- Information Release Consents
- My Eligibility
- List Accommodations
- Test Accommodations
- My Signed Forms

Any questions or concerns? Use the following contact information:
Phone: (541) 463 - 5150
Send Email Address

MY MAILBOX

[Click to Expand Advanced Search Panel](#)

Number of Records Found: **15** Show Limit: **100** per Page **Update**
Showing Records: **1 - 15** Navigate to Page: **1** **Go** Previous Next

Email Subject	Date Sent	View
[CAR] E-Form Signed - Multiple Agreements	03/09/2016 at 04:27:17 PM	View
[CAR] Accommodation Notification for L00123456, WR 122.012 - ARGUMENT, STYLE, AND RESEARCH (CRN: 30861)	02/29/2016 at 11:21:20 AM	View
[CAR] Accommodation Notification for L00123456, FR 102.002 - FIRST YEAR FRENCH (CRN: 30289)	02/29/2016 at 11:21:20 AM	View
[CAR] Accommodation Notification for L00123456, MTH 095.004 - INTERMEDIATE ALGEBRA (CRN: 30112)	02/29/2016 at 11:21:20 AM	View
[CAR] E-Form Signed - Responsibilities for Students Using Accommodations	02/26/2016 at 04:25:19 PM	View
[CAR] E-Form Signed - Multiple Agreements	02/26/2016 at 01:48:18 PM	View
[CAR] E-Form Signed - Multiple Agreements	05/28/2015 at 03:36:31 PM	View

Information Release Consents

Click on “Information Release Consents” to fill out a consent form to release your information to a doctor, guardian, spouse, etc. Select a consent type from the list, then fill out the form and click “Continue to Specify Additional Information.” When you’re all finished, click “Submit.”

The screenshot shows a web interface for 'My Dashboard'. The breadcrumb trail is 'Home >> My Dashboard >> List Information Release Consents'. The page title is 'LIST INFORMATION RELEASE CONSENTS'. A box titled '2 Steps Process to Add Information Release Consent' contains a 'Consent Type*' dropdown menu set to 'Select One' and a 'Continue to Specify Additional Information' button. Below this, a red message states 'No Data Found - Please Try Different Search Option'. A left sidebar contains navigation links under 'Home' (My Dashboard, My Profile, Change My Login Information, Equipment Checked Out, My Mailbox) and 'My Accommodations' (Information Release Consents, My Eligibility, List Accommodations, Test Accommodations, My Signed Forms). A contact information box at the bottom left provides a phone number (541) 463 - 5150 and a link to 'Send Email Address'.

My Eligibility

Click on “My Eligibility” to view a list of all the accommodations you are eligible to receive based on your specific needs.

The screenshot shows the 'My Eligibility' page in the dashboard. The breadcrumb trail is 'Home >> My Dashboard >> My Eligibility'. The page title is 'MY ELIGIBILITY'. A box titled 'Your Eligibility' contains a list of accommodations: 1. Furniture (Alternate chair) and 2. Test/Quiz Accommodations (Extended time (1.5x) (4.5 hour maximum), Reduced distraction room). The left sidebar is identical to the previous screenshot, with 'My Eligibility' highlighted under 'My Accommodations'. The contact information box at the bottom left is also present.

List Accommodations

Click on “List Accommodations” to see a list of all your accommodations for each class.

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > Alternate Formats
- > My Signed Forms

Any questions or concerns? Use the following contact information:
Phone: (541) 463 - 5150
Send Email Address

LIST ACCOMMODATION REQUESTS

Need Help?

If you do not see your courses listed below, it may be because CAR's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

If you need immediate assistance, please contact our office or come into the office.

Center for Accessible Resources
Main Campus, Building 1, Room 218
Eugene, Oregon 97405
Phone: (541) 463-5150 (Voice)
Fax: (541) 463-4739
Email: AccessibleResources@lanec.edu

LIST ACCOMMODATIONS FOR SPRING 2016


Refine Search Result:

Previous Term **Term: Spring 2016** Next Term

Number of Records Found: 3 Show Limit: per Page
Showing Records: 1 - 3 Navigate to Page: Previous Next

EX 1.1 - Example Class (CRN: 99990)

Instructor(s): **John Smith**
Days and Time(s): **Not Specified**
Date Range(s): **Not Specified**
Location(s): **Not Specified**

Request Status	Notification Letter
 Approved First Entered by: Renee Mackey First Entered on: 02/01/2016 at 08:33 AM Last Updated by: Renee Mackey Last Updated on: 02/01/2016 at 08:33 AM	Status: Emailed Last Emailed: 02/01/2016 at 08:33 AM Last Printed: Not Specified Last Read by Instructor: Not Specified

List Accommodation(s) Selected for EX 1.1

- Alternate chair

Other Information

- View Complete Request History

Test Accommodations

Click on “Test Accommodations” to see a list of your upcoming exam accommodations and schedule exams online. To request an exam, click “Schedule Exam,” fill out the form, and click “Add Exam Request.”

My Dashboard

Home » My Dashboard » **Test Accommodations**

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > **Test Accommodations**
- > My Signed Forms

Any questions or concerns? Use the following contact information:
Phone: (541) 463 - 5150
Send Email Address

TEST ACCOMMODATIONS

Alternative Testing Agreement(s)

Below is the list of all alternative testing agreement(s) submitted through the system. If you cancel a alternative testing agreement and you would like to re-activate the contract, please contact our office.

Select Class:

Questions? Contact Us!

Please contact our office if you have any questions regarding alternative testing request and contract.

Important Notice:
Test Accommodations
Reader and scribe accommodations will now be provided using technology through text-to-speech and speech-to-text software programs.

Phone: 541 - 463 - 5280
Email: CARtesting@lanec.edu

Alternate Formats

Click on “Alternate Formats” to request reading materials in alternate formats.

Enter all the information about your reading material and click “submit.”

My Signed Forms

Click on “My Signed Forms” to view all the forms you’ve signed in AIM.


The following list includes all forms that were signed previously. Please let us know if you have any questions regarding this feature.

Center for Accessible Resources
 Main Campus, Building 1, Room 218
 Eugene, Oregon 97405
 Phone: (541) 463-5150 (Voice)
 Fax: (541) 463-4739
 Email: AccessibleResources@lanecc.edu

Number of Records Found: **8** Show Limit: **100** per Page **Update**
 Showing Records: **1 - 8** Navigate to Page: **1** **Go** Previous Next

Form Title	Date Signed	View
Furniture Accommodations Student Agreement	03/09/2016 at 04:27:16 PM	View
Responsibilities for Students Using Accommodations	03/09/2016 at 04:27:16 PM	View
Test Accommodation Student Guidelines	03/09/2016 at 04:27:16 PM	View
Responsibilities for Students Using Accommodations	02/26/2016 at 04:25:18 PM	View
Furniture Accommodations Student Agreement	02/26/2016 at 01:48:17 PM	View
Test Accommodation Student Guidelines	02/26/2016 at 01:48:17 PM	View

If you have any questions, call your CAR accommodation specialist at 541-463-5150.



Any questions or concerns?
Use the following contact
information:

Phone: **(541) 463 - 5150**
Send **Email Address**

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.

It is a policy of the state Board of Education and a priority of the Oregon Department of Education that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational programs, activities or employment. Inquiries may be directed to the Chief Human Resource Officer, (541) 463-5115.