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.

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

Once you fill out all your forms, you’ll see your AIM dashboard.
Scroll down your dashboard to see a list of your classes and accommodations. From here, you can click “Modify Request” or “Cancel Request.”

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.”
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.

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

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.
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 Mailbox

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

My Eligibility

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

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

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.”
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.
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.

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