

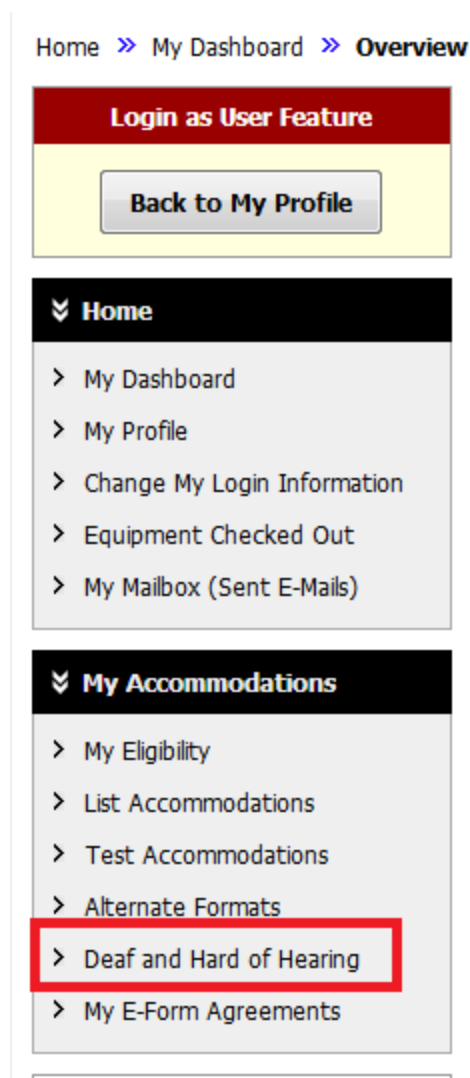
Interpreter Requests for Events or Needs outside of the Classroom

Step 1: Login to your AIM profile.

If assistance is needed with this you can email us at accessibleresources@lanecc.edu, call at (541) 463-5150, come into the office, or view this web page:

<https://www.lanecc.edu/disability/student-handbook-chapter-21-car-tutorials>

Step 2: On the left hand side of the page you will see a section labeled “Deaf and Hard of Hearing”. Click this.



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

Login as User Feature

[Back to My Profile](#)

⌵ **Home**

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

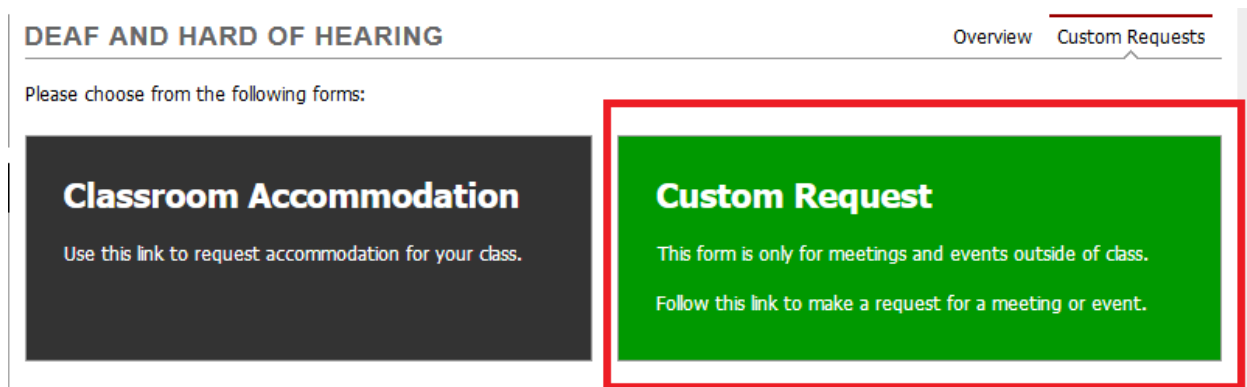
⌵ **My Accommodations**

- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > Alternate Formats
- > **Deaf and Hard of Hearing**
- > My E-Form Agreements

Step 3: Click the button in the upper right hand corner that says “Custom Requests”.



Step 4: Click the green section that says “Custom Request”.



Step 5: Select “Non Class Related Custom Request” from drop down menu. Then click the button that says “Continue to Specify Custom Request”.



Step 6: Fill in all the information about the request.

*Please note, if this is an ongoing request such as tutoring for the term, please put in the notes the days and times of the sessions (ex. “This will occur each Wednesday from 1:00 – 2:00 PM). Multiple requests are not needed.

When finished, click the button that says “Submit Custom Request”.

Event Information

Event Name*:

Speaker(s):

Event Date*:
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time Start*:

Time End*:

Location*:
Please specify where the event will be held in detail (i.e. address or building location).

Request Type(s)*

Interpreting Real-Time Transcribing
 Video Captioning

Media Used

DVD Video Online Clip
 Power Point Slides VHS Video
 Video File

Note:

Submit Custom Request

In the “Deaf and Hard of Hearing” section of your AIM, you will now see all of your custom requests.

Submit Custom Request

Simple and Easy Way to Track and Request Your Services



No Accommodation Request Found

Upcoming Custom Requests

Friday, December 14, 2018 at 08:00 AM - 10:00 AM

Guest 2

Request Status: **5 - Assigned (Finalized)**

Assigned to: **Purple Communications**

Submitted on: Thursday, December 13, 2018 at 11:56:56 AM [View or Modify Request](#) [Copy Request](#)

Friday, December 14, 2018 at 04:00 PM - 06:00 PM

Guest Speaker Test

Request Status: **5 - Assigned (Finalized)**

Assigned to: **Purple Communications**

Submitted on: Tuesday, December 11, 2018 at 02:43:04 PM [View or Modify Request](#) [Copy Request](#)

Your CAR Accommodation Specialist will contact you when there is confirmation that this request has been fulfilled.