Requesting Testing Accommodations Online

**Step 1:** Make sure you’ve requested testing accommodations for your classes. If you haven’t done this, see our requesting accommodations page. **You must request an exam at least five business days in advance of the exam.**

**Step 2:** Log into your AIM account.

**Step 3:** Click the “Test Accommodations” tab on the left.

![My Accommodations]

**Step 4:** Select the class you need an exam for.

![Test Accommodations]

**Step 5:** Click “Schedule an Exam”.

![Alternative Testing Agreement(s)]
Step 6: Fill out the time, type, and details of your exam and click “Add Exam Request”.

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.

Lane Community College complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities.