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.

![Dropdown menu showing Test Accommodations selected](image)

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

![Alternative Testing Agreement selection](image)

**Step 5:** Click “Schedule an Exam”.

![Schedule an Exam button](image)
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

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.