Viewing Status of Alternative Format Requests in AIM

This guide provides text-based guidance on how to view Alternative Format requests. This guide is intended for faculty working with students registered with Disability Resources. In an effort to assist our office in the implementation of reasonable accommodations, we work with faculty and students around access to accessible materials. These accessible materials include items in alternative formats provided to ensure equal access to course materials. They include captioned videos, accessible PDFs, electronic texts, enlarged documents, and Braille or Embossed documents.  It is important that faculty remain diligent in locating and utilizing course materials that are in accessible formats prior to the course starting and during course development. Sometimes students will contact Disability Resources to help convert existing materials to alternative formats. Some of these requests can take 6-8 weeks, so early identification of materials is paramount. ​

# Steps to Access the AIM Faculty Portal:

1. Navigate your web browser to the Disability Resources website at [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources).
2. Locate the two red buttons with white text on the left side under the navigation menus.
3. Click the “Faculty AIM Portal” button.
4. When directed enter your MyJaxState login credentials and login.
5. Review the REMINDERS provided and click “Continue to View Student Accommodations.”
6. You will now be on your Student Portal Dashboard / Overview Page

# Viewing Alternative Format Requests:

1. After logging in, confirm you are on the “Overview” page. If you are not on the overview page, click the “Overview” link in the Views and Tools navigational menu on the left.
2. Locate the “Views and Tools” navigational menu on the left side of your screen and click the “Alternative Formats” link.
3. Here you will notice the lists of requests for the selected term organized by course.
4. Under each course heading, you will see who has requested alternative format accommodations and the status of those requests.

If you have any questions or need additional guidance, please contact us via email at [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu) or call us at 256-782-8380.