Requesting Additional Accommodations

This guide provides text-based guidance on how to use AIM to submit a request for additional accommodations without the need to complete a new request for services/application. This guide is intended for students registered with Disability Resources. We recognize that a student’s needs may change for a multitude of reasons. If your current accommodation needs to be modified to include additional accommodations, complete this process to start the interactive process.

# Steps to Access the AIM Student 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 “Student AIM Portal” button.
4. When directed enter your MyJaxState login credentials and login.
5. You will now be on your Student Portal Dashboard / Overview Page

# Requesting Additional Accommodations:

1. Locate the “Home” navigational menu on the left side of your screen and click the “Additional Accommodation Request Form” link.
2. You will be taken to a screen that explains the purpose of this form. Please review the statement and click the “Submit additional accommodation request form.”
3. Please complete the form to the best of your knowledge and to the greatest extent possible. Any questions with the red asterisk are required to be completed.
4. When complete, click the “Submit Application Button.”
5. If you have documentation to support your request, you can upload this on the next page.

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.