

Student Reference

Using Accessible Learning Management (AIM)

Requesting Appointments



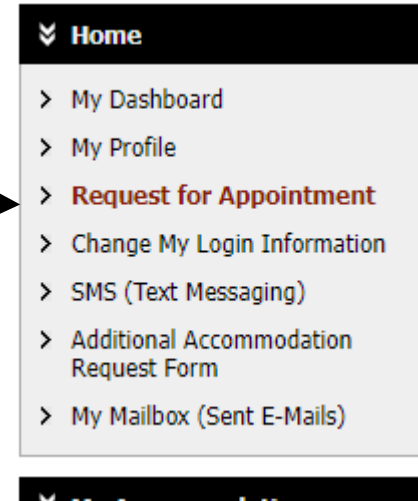
JACKSONVILLE STATE UNIVERSITY

Office of Disability Resources
2nd Floor Houston Cole Library
P: 256-782-8380
E: disabilityresources@jsu.edu
O: www.jsu.edu/disabilityresources

the FRIENDLIEST CAMPUS *in the* SOUTH

Accessing the Request for Appointment Feature

Step 1 – Under the 'Home' menu click the “*Request for Appointment*” form.



Step 2: You will be taken to a screen that explains important notes and reminders about requesting appointments. Once you are ready click the “*Request for Appointment*” button.

REQUEST FOR APPOINTMENT

IMPORTANT NOTES

Date and time to be determined. A scheduler will reach out to you about a specific time

Request For Appointment

Completing the Request: Identify Appointment Purpose

First, complete the request detail section by identifying any accommodations that you will request for the appointment, the type of appointment, and any specific questions or concerns you want to discuss.

Appointment Request Detail

Accommodation Requested

ASL Interpreter CART / Captionist

Other

Type: **Select One**

Notes, Concerns, or Questions:

APPOINTMENT PURPOSE(S)

1 - Intake Appointments

Intake Appointment / Accommodation Planning Secondary or Follow-up Intake / Planning Appointment

2 - Information Request

Accommodation Information / Accommodation Questions Alternative / Accessible Materials Request Alternative Text Request

Standardized Testing (GRE, LSAT, ETC.) Questions

3 - Assistive Technology

GLEAN Orientation / Training Speech-to-Text Software Training Text-to-Speech Software Training

4 - Other / Referrals to Resources

Next, select the checkboxes which best describe the purpose of your appointments. You can select all that apply.

Completing the Request: Select Availability

Now you can select your available time ranges. Times are divided into early and late morning and afternoon choices. We request that you book at least two days in advance and select at least three time slots in which you are available.

Lastly, you can verify the information you have entered and click “Submit Request for Appointment” to send your request to Disability Resources.

SELECT YOUR AVAILABILITY

Important Note: Please select at least 3 available time slot(s).

WEDNESDAY 07/19/2023	THURSDAY 07/20/2023	FRIDAY 07/21/2023	MONDAY 07/24/2023	TUESDAY 07/25/2023
09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM
10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM
01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM
02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM

WEDNESDAY 07/26/2023	THURSDAY 07/27/2023	FRIDAY 07/28/2023	MONDAY 07/31/2023	TUESDAY 08/01/2023
09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM
10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM
01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM
02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM

Need assistance?

Any of your Disability Resource team members are happy to help get you going.

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We are also available for your unit meetings or provide one-on-one assistance.



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