Requesting Accommodations Each Semester

This guide provides text-based guidance on how to send your accommodation letters or IPPs each semester. This guide is intended for students registered with Disability Resources. ​IPP stands for Individualized Postsecondary Plan and is the academic accommodations plan for a student at JSU. ​You may also hear these referred to as *Accommodation Letters*or *Faculty Notification Letters*. ​Students utilize AIM to request accommodations, send accommodation letters (IPPs) for courses, and access other areas of support. ​AIM allows faculty to view student accommodation plans and review these requests in a centralized location rather than by email or paper forms alone. ​

# 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

# Sending Your Accommodation Letters:

1. From your My Dashboard / Overview page, scroll down to the “Select Accommodations for Your Class” box.
2. Review the important notes and then select the courses you wish to send accommodations for under “Step 1: Select Courses”. Only courses you are enrolled in or registered for will appear.
3. Review the permission statements and click the “Step 2 – Continue to Customize Your Accommodations” button.
4. You will now see each course that you selected on the previous screen listed here with your eligible accommodations. Select the accommodations you want for each of the courses. You may not want all the accommodations for each course. For example, you may not want a basic calculator accommodation for an English course.
5. Review you have the correct accommodations selected and click the “Submit Your Accommodation Requests” button.
6. It will be scheduled for review and sent to the listed faculty in your selected courses.

# Reviewing Accommodation Requests:

1. From your My Dashboard / Overview page, scroll down to the “List Accommodations for SEMESTER ####” box.
2. You can review each of the courses you sent your IPPs for the semester and view the status of those requests.
3. You can modify the request, cancel the request, or add instructors from this section.

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