



# Renewing Accommodations

For Current SDS Students

# WHO?

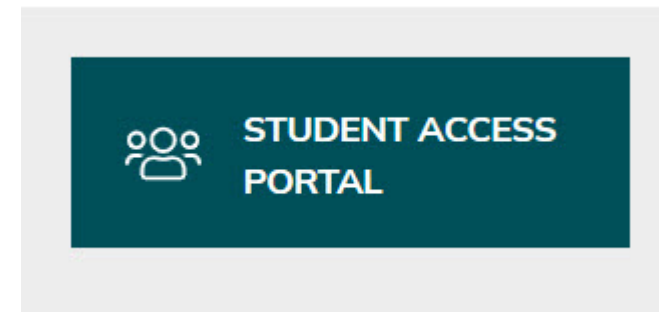
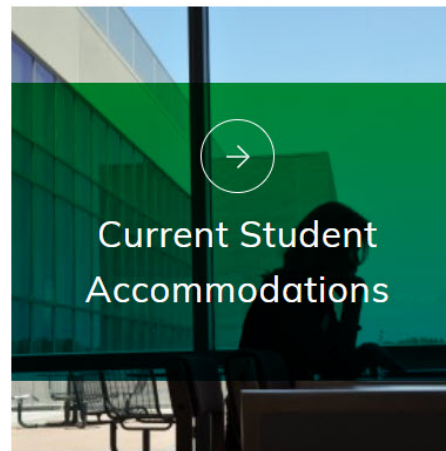
- This PowerPoint is for **current** students with accommodations at CWI
- If you are a **new** student requesting accommodations, please use the online [Application for Services](#) to apply
  - In future semesters, you will use this PowerPoint to guide you in renewing your accommodations

# WHAT IS AIM?

- Accessible Information Management (AIM): Online portal for SDS students to receive, review, and renew accommodations each semester
- **NOTE: To ensure that you do not miss important emails sent via AIM, we encourage you to either:**
  1. Add the domain "[post.accessiblelearning.com](https://post.accessiblelearning.com)" to your safe sender list in Outlook, or
  2. Regularly check your junk mail folder

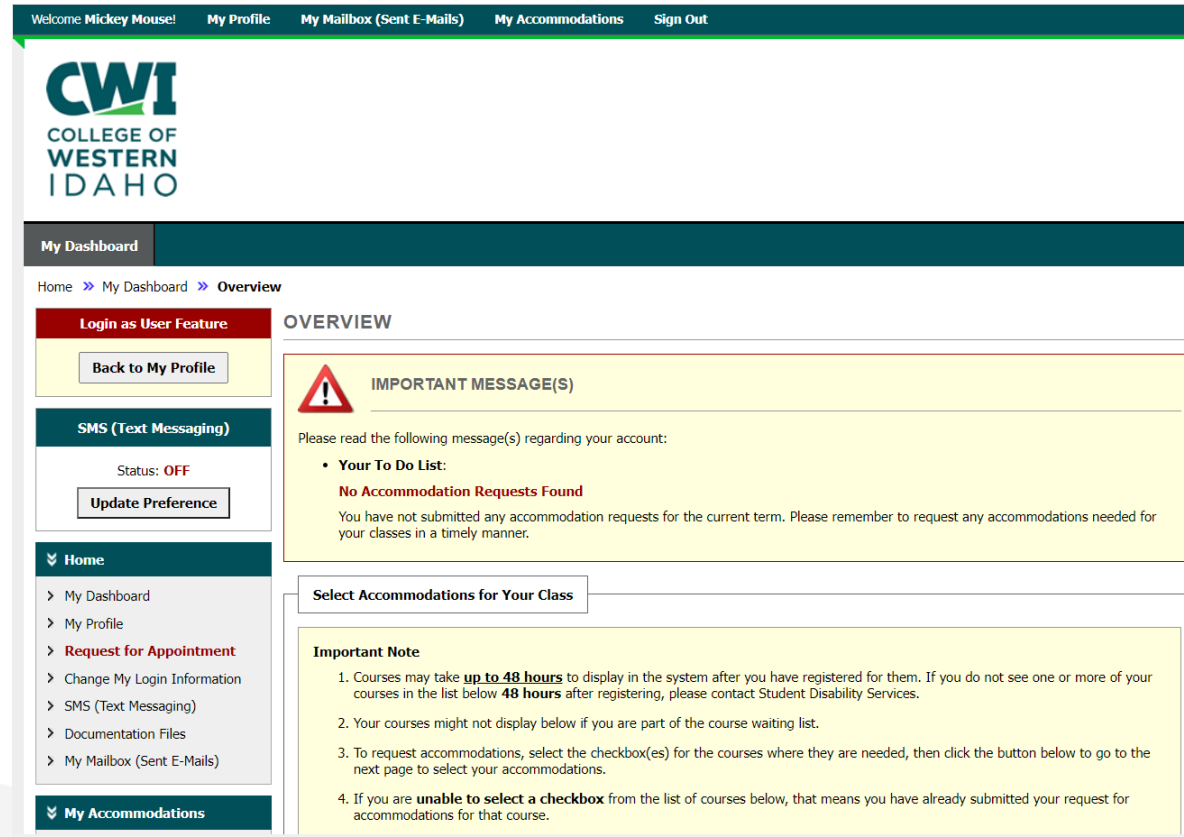
# LOGGING INTO AIM

- Each semester, you will need to [log in to AIM](#) to submit your accommodation renewal request
  - *We recommend bookmarking the above hyperlink for easy access*
  - The above link will require you to **login with your normal CWI email & password**
- You can also find the **Student Access Portal** button to log into AIM on the [Student Disability Services](#) webpage for current students



# YOUR DASHBOARD

- Once logged into AIM, you'll see your student dashboard, including important messages for your to review

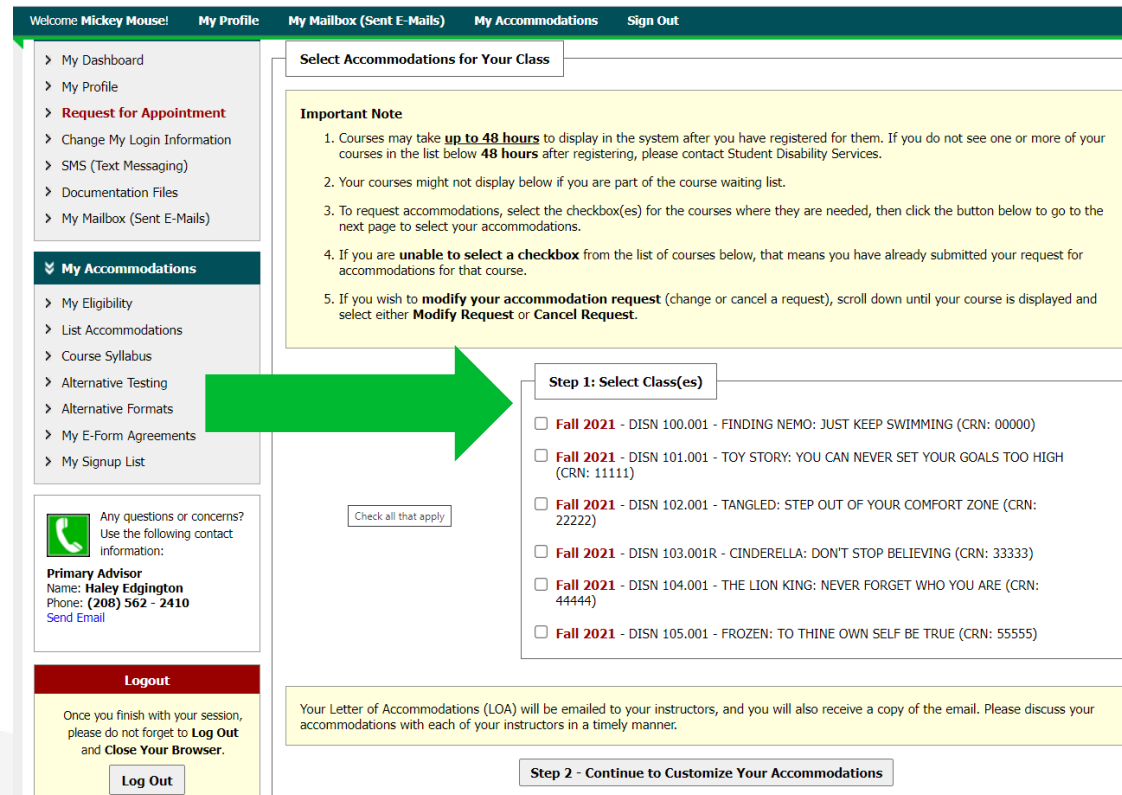


The screenshot displays the CWI student dashboard. At the top, a navigation bar includes links for 'Welcome Mickey Mouse!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The CWI logo is prominently displayed on the left. Below the logo, the 'My Dashboard' section is active, showing a breadcrumb trail: 'Home >> My Dashboard >> Overview'. A sidebar on the left contains navigation options: 'Home', 'My Dashboard', 'My Profile', 'Request for Appointment', 'Change My Login Information', 'SMS (Text Messaging)', 'Documentation Files', 'My Mailbox (Sent E-Mails)', and 'My Accommodations'. The main content area is titled 'OVERVIEW' and features a yellow warning box with a red triangle icon. The message reads: 'IMPORTANT MESSAGE(S) Please read the following message(s) regarding your account: • Your To Do List: No Accommodation Requests Found You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.' Below this, there is a section titled 'Select Accommodations for Your Class' with an 'Important Note' containing four numbered instructions regarding course registration and accommodation requests. A large green arrow points from the right towards the warning message box.



# ENROLLED COURSES

- If you are registered for classes, you will see a list of your enrolled courses
  - Note: it may take up to 48 hours after registering for classes to show up



Welcome Mickey Mouse! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

> My Dashboard  
> My Profile  
> **Request for Appointment**  
> Change My Login Information  
> SMS (Text Messaging)  
> Documentation Files  
> My Mailbox (Sent E-Mails)

My Accommodations

> My Eligibility  
> List Accommodations  
> Course Syllabus  
> Alternative Testing  
> Alternative Formats  
> My E-Form Agreements  
> My Signup List

Any questions or concerns?  
Use the following contact information:  
**Primary Advisor**  
Name: Haley Edgington  
Phone: (208) 562 - 2410  
[Send Email](#)

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.  
[Log Out](#)

Select Accommodations for Your Class

**Important Note**

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Disability Services.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Check all that apply

**Step 1: Select Class(es)**

- Fall 2021 - DISN 100.001 - FINDING NEMO: JUST KEEP SWIMMING (CRN: 00000)
- Fall 2021 - DISN 101.001 - TOY STORY: YOU CAN NEVER SET YOUR GOALS TOO HIGH (CRN: 11111)
- Fall 2021 - DISN 102.001 - TANGLED: STEP OUT OF YOUR COMFORT ZONE (CRN: 22222)
- Fall 2021 - DISN 103.001R - CINDERELLA: DONT STOP BELIEVING (CRN: 33333)
- Fall 2021 - DISN 104.001 - THE LION KING: NEVER FORGET WHO YOU ARE (CRN: 44444)
- Fall 2021 - DISN 105.001 - FROZEN: TO THINE OWN SELF BE TRUE (CRN: 55555)

Your Letter of Accommodations (LOA) will be emailed to your instructors, and you will also receive a copy of the email. Please discuss your accommodations with each of your instructors in a timely manner.

**Step 2 - Continue to Customize Your Accommodations**

# SELECTING CLASSES

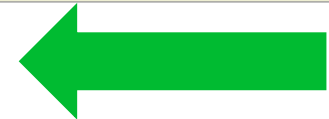
- Select each class in which you are requesting accommodations then click **Step 2 – Continue to Customize Your Accommodations**

## Step 1: Select Class(es)

- Fall 2021** - DISN 100.001 - FINDING NEMO: JUST KEEP SWIMMING (CRN: 00000)
- Fall 2021** - DISN 101.001 - TOY STORY: YOU CAN NEVER SET YOUR GOALS TOO HIGH (CRN: 11111)
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Your Letter of Accommodations (LOA) will be emailed to your instructors, and you will also receive a copy of the email. Please discuss your accommodations with each of your instructors in a timely manner.

**Step 2 - Continue to Customize Your Accommodations**



# SELECTING ACCOMMODATIONS

- The checkbox feature allows you to create customized letters for each course based on the accommodations you request
- When finished selecting all requested accommodations, click **Submit Your Accommodations Request**

DISN 105.001 - Frozen: To Thine Own Self Be True (CRN: 55555)

Instructor(s): Elsa Arendelle  
Days and Time(s): W at 05:00 PM - 08:00 PM  
Date Range(s): 09/15/2021 - 12/17/2021  
Location(s): Not Specified

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for DISN 105.001

E-Text       Preferential Seating       Testing Accommodations



Submit Your Accommodation Requests

Back to Overview



# AFTER REQUESTING RENEWAL

- Your SDS Coordinator will review your accommodations request and once approved, your Letter of Accommodations (LOA) will be emailed to your instructor(s), and you'll be cc'd on each email
- Be sure to read your LOA thoroughly, click on any hyperlinks and read the information you're directed to
- Your next step is to **contact your instructor(s)** to make a plan for when you choose to use your accommodations

# MODIFYING LOA

- To request modification of your LOA for a course after it has been emailed to your instructor, click on **Modify Request** next to the course on your Dashboard

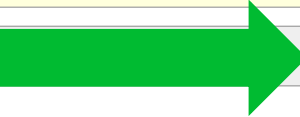
Welcome Mickey Mouse! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

and Close Your Browser.  
Log Out


**LIST ACCOMMODATIONS FOR FALL 2021**

Refine Search Result: Search All  
Refine Search

Previous Term Term: Fall 2021 Next Term

**DISN 100.001 - Finding Nemo: Just Keep Swimming** (CRN:  [Modify Request](#) [Cancel Request](#)


Instructor(s): Dory Regal BlueTang  
Days and Time(s): TR at 10:00 AM - 11:00 AM  
Date Range(s): Not Specified  
Location(s): Not Specified (Campus: NAMPA)

Request Status	Notification Letter
 <b>Approved</b> First Entered by: Haley Edgington First Entered on: 11/01/2021 at 12:38 PM Last Updated by: Haley Edgington Last Updated on: 11/01/2021 at 12:42 PM	Status: <b>Emailed</b> Last Emailed: 11/01/2021 at 12:42 PM

# SAVE/PRINT PDF OF LOA


- You may download a PDF copy of your LOA by selecting the course from the dropdown menu on your Dashboard and selecting **Generate PDF**
  - This is not required, your instructor(s) will receive it digitally



 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: **Select One** 

**LIST ACCOM**

- [Fall 2021] - DISN 100.001 - Finding Nemo: Just Keep Swimming
- [Fall 2021] - DISN 101.001 - Toy Story: You Can Never Set your Goals too High
- [Fall 2021] - DISN 102.001 - Tangled: Step Out of Your Comfort Zone
- [Fall 2021] - DISN 103.001R - Cinderella: Don't Stop Believing
- [Fall 2021] - DISN 104.001 - The Lion King: Never Forget Who You Are
- [Fall 2021] - DISN 105.001 - Frozen: To Thine Own Self be True

**Generate PDF**

What is a **Faculty Notification Letter**? Just another way of saying Letter of Accommodations (LOA). You might see this used interchangeably.

# NEXT STEPS

- **After your letters have been sent, be sure to:**
  - discuss your accommodations with your instructor(s)
  - contact your SDS Coordinator with questions, concerns, or to discuss modifying your approved accommodations list
- **NOTE:** If you modify your accommodation request after the LOA has already been emailed, you will not be able to generate the revised letter without approval from Student Disability Services
  - These approvals typically take 1 business day to process
  - SDS will contact you if there are any questions
    - Check your CWI Outlook inbox to see when the modified LOA is sent to you and your instructor

# DO I RENEW THROUGH AIM EACH SEMESTER?

- **YES!** You will need to use AIM to request renewal **every semester** you want to receive accommodations at CWI
- If you want to discuss changes to your approved accommodations, [schedule with your Coordinator:](#)

[Haley Edgington](#)

Coordinator, Student Disability Services

[208.562.2410](tel:208.562.2410)

[haleyedgington@cw.edu](mailto:haleyedgington@cw.edu)



[Schedule an Appointment](#)

Nampa Campus

[Cheryl Rose](#)

Coordinator, Student Disability Services

[208.562.2496](tel:208.562.2496)

[cherylrose@cw.edu](mailto:cherylrose@cw.edu)



[Schedule an Appointment](#)

Ada Campus

# QUESTIONS?

- If you have questions about this tutorial, AIM, or other disability services questions, contact your SDS Coordinator or email our office: [accessibility@cw.edu](mailto:accessibility@cw.edu)

