



FLORIDA STATE
UNIVERSITY

Office of Accessibility Services

Taking AIM: Using the AIM Portal For All Your
Accommodation Needs

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Topics

- College Process Overview
- Application Process
- Important Student Links
- Scheduling Tests



College Process Overview

1. Complete the [online application](#)
2. Submit [documentation](#)
 - Dated within five years
 - Includes diagnosis
 - [Additional details](#)
 - [Support Form](#)
3. Schedule an intake appointment with Accessibility Specialist
 - Call 850-644-9566
4. Request accommodations in [AIM portal](#)
5. Speak with professors about implementation of accommodations
 - Disclosure of diagnosis to professors is not required.
6. Use the [AIM portal](#) to schedule tests or access class notes
7. Check out assistive technologies
8. Schedule an accommodation review if concern arises or diagnosis changes



Requesting Accommodations

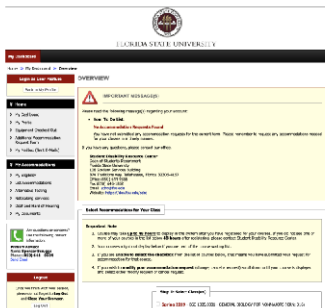


This guide will show you how to request accommodations for your courses using the SDRC Portal.

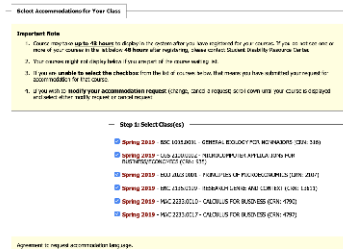
Link to SDRC Portal: <https://whitney.accessiblelearning.com/FSU>

Step 1: Login to the SDRC Portal 24-48 hours after your initial appointment

- Using the link above, login to the portal. It takes 24-48 hours for your courses to populate in the system. If you login and find your courses are not populated, please contact your Disability Specialist. Their contact information can be found on the left side of the SDRC portal. Your page will look like this:



Step 2: On the Main Page, scroll down and select all the courses you would like to use your accommodations for:



[Access to request accommodation page.](#)

[Step 2 - Continue to Customize Your Accommodations.](#)

AVAILABLE IN ALTERNATE FORMAT UPON REQUEST

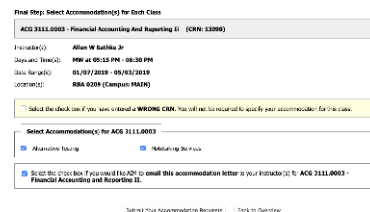
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Requesting Accommodations

Step 3: Select the button below your courses that says "Step 2 - Continue to Customize Your Accommodations"

Step 4: For each course, select the accommodations you would like to use and then submit your accommodation request. You are able to select different accommodations for different courses to suit your needs.



Tip: Select the box underneath your accommodations to have the system automatically email your accommodation letter to your instructors once approved

Step 5: Your Disability Specialist will review and approve your accommodations and email the letters to your faculty members.

Step 6: Arrange a meeting with your instructor to discuss your accommodations for the course and how they will be implemented

Step 7: If applicable to your accommodations, setup note taking services, schedule tests, and arrange transportation using additional instructions given to you from your Disability Specialist during your initial appointment.

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AIM TEST SCHEDULING INSTRUCTIONS FOR STUDENTS

1. Go to the SDRC home page - <https://dos.fsusdc/sdrc>
2. Click on the Student Portal.

Student Portal

Current Florida State students **registered** with the Student Disability Resource Center can access their student portal to manage their accommodations and request eligibility letters.

3. Check your Dashboard Overview for upcoming appointments and important messages. Please note that you will not be able to submit a test-scheduling request until you have submitted your accommodations request for that class.
4. On the left side of your Dashboard, you will see Alternative Testing listed. Click on Alternative Testing.

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Notetaking Services
- > My Documents
- > My E-Form Agreements

5. You will now submit your request by following the prompts and provide our office with the details of the request. Important to note: request are subject to approval from both the instructor and the SDRC exam lab. You will be notified when your exam request is approved.



Success Tips

- Submit your application and documentation and schedule an intake appointment *as soon as possible*.
- Make your accommodation requests at the *start* of each semester.
- Communicate *early* with your professors about your accommodations.
- Schedule quizzes, tests and exams at the start of the semester or no later than one week prior to the testing date.
- If there is a problem or you have a concern, ask for help *as soon as possible*.



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OAS Contact Information

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