How to Submit an Accommodation Request

1. Login to AU Access.

2. Click AIM Student Portal under the Academic Accommodations & Accessibility header.

3. Scroll down the page to find Step 1: Select Class(es).
4. Check box next to the classes you wish to submit accommodations and click Step 2 - Continue to Customize Your Accommodations.

5. Check box(es) to select accommodation(s) for each class and click Submit Your Accommodation Requests.
6. You have now completed an accommodation request. OA will email Faculty Notification Letter (FNL) with the description of your accommodations to you and the instructor (see above).

What Comes Next?
• After sending the FNL, students must follow-up with instructors to communicate about specific accommodation needs.
• Accommodations are not retroactive, so timely communication is important. Please note, if you do not communicate with instructors, your accommodations may not be provided.
• In-person or Zoom meetings are encouraged but not required for basic accommodations (Ex: extended test time). Faculty can communicate their plan for providing basic accommodations to students over email.
• If you have a specific question(s) for one of our specialists, please email them directly or schedule an appointment.