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USING AIMS TO ACCESS YOUR ACCOMMODATION SERVICES

Need to **see** how it works? Screencast tutorials are available at
http://www.sou.edu/dr/tutorials.html

LOGGING IN

1. Go to Inside.SOU.edu and log in with your standard login and password
2. In the Online Services bar on the right, click on the AIMS (Accommodation Requests) link

   You will need to sign a Confidentiality Statement once per year. If you see this notice, click on it to access the agreement. Then type your name into the box provided. Depending on the accommodations for which you are eligible, you may also need to sign usage agreements for those accommodations, using the same process.

REGISTERING YOUR CLASSES

1. In AIMS, scroll to "Step 1: Select Classes" and you will see the courses for which you're currently registered *
2. Select the boxes corresponding to the courses you would like accommodations in. Then click "Step 2-Continue to customize your accommodations."
3. Select the accommodations you wish to use and check the box for Schedule Email Notification Letter
4. Click the Submit Your Accommodation Requests button

*If you do not see your current courses, you may still enter them by their CRN numbers under the "3 Step Process to Request Accommodations".

Check back in one business day to ensure your requests are approved

MAKING CHANGES OR CANCELLING YOUR REQUESTS

- In AIMS, click on the List Accommodations link on the left
- Scroll down to see your requested classes listed
- To the right of the course you wish to change, click the Modify Request link
- Make any changes necessary by selecting/deselecting the boxes
- Click the Update Request button
- To the right of any course you wish to cancel, click the Cancel Request link
- Select your reason for canceling from the dropdown list
- Click the Cancel Accommodation Request button