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USING AIMS TO ACCESS YOUR ACCOMMODATION SERVICES

Need to **see** how it works? Screencast tutorials are available at

http://inside.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

USING AIMS TO SCHEDULE EXAMS WITH ACCOMMODATIONS

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CHECKING YOUR TESTING CONTRACT DETAIL

1. Log into AIMS
2. Click on the *Alternative Testing* link on the left menu
3. Select the course from the dropdown menu
4. Click on View *Alternative Testing Detail*

SCHEDULING EXAMS WITH ACCOMMODATIONS

1. In AIMS, click on the *Alternative Testing* link on the left menu
2. Select your class from the dropdown menu
3. Click the Schedule an Exam button
4. Select the type of exam from the dropdown menu, then enter the date, time (hour and minute), and services requested.
5. Click on the Add Exam Request button, when finished.
   *AIMS will give you an error message if your request is outside of the timeframe for requesting exams, outside of testing center business hours, or if you have already requested an exam for the same date and time.

MODIFYING SCHEDULED EXAMS

- In AIMS, click on the *Alternative Testing* link on the left
- Select your class from the dropdown menu
- Scroll down to view the list of upcoming exam requests to find the exam that needs modification. Then click the Modify Request link.

CANCELLING SCHEDULED EXAMS

- In AIMS, click on the *Alternative Testing* link on the left
- Select your class from the dropdown menu
- Scroll down to view the list of upcoming exam requests to find the exam that needs cancellation, then click the Cancel Request link.

SOMETHING NOT WORKING?

- In order to schedule exams with accommodations, or modify accommodations, your requests for the current term must have been entered and approved. If you have not entered your courses for the current term, see reverse side of this handout.
- If you believe that there is an error within AIMS, please let us know vie email: dss@sou.edu