

Have you submitted your documents for registration with the Office of Disability Services (ODS)? If so, you may be ready to start using your AIM profile, a one-stop platform where you will make all of your accommodation requests!

This overview is to help you navigate your profile page and accommodation requests.

First, consider bookmarking this AIM address for future use:
<https://teton.accessiblelearning.com/Westmont/>

Go to our [Disability Services Welcome](#) page where you will find the **Registered ODS Student** link to click.

WESTMONT SERVICES ABOUT ACADEMICS ADMISSIONS & AID STUDENT LIFE GIVING ATHLETICS RESEARCH APPLY

Accommodation Information
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Student Rights and Responsibilities
Temporary Medical Conditions

Welcome to Westmont Office of Disability Services (ODS)!

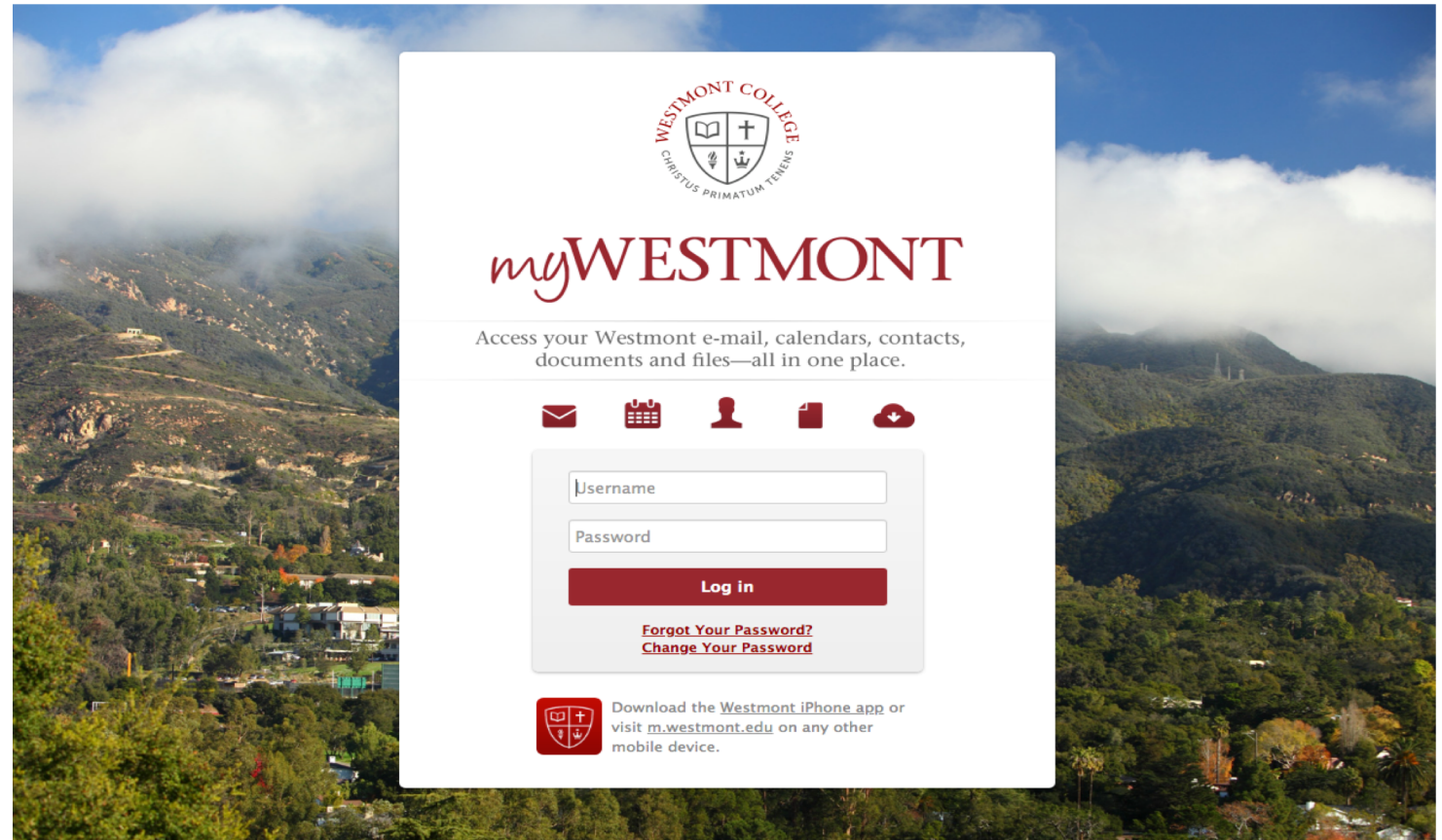
If you are already receiving accommodations, please use the Registered Student login link below to manage your accommodations. [How To Login to AIM](#) Helpful information is found here for logging in and requesting academic accommodations for your classes.

If you are interested in applying for accommodations, please use the link for the new student application below. Please note that your Westmont email address is required to complete the application.

Registered ODS Student **New ODS Student Application** **Faculty Portal**

Important note: We prefer to receive new applications and documentation a month in advance of a new semester, but will accept these at any time throughout the semester. *Please keep in mind we do not provide retroactive accommodations.* Completed files are processed according to the date the application and supporting documentation are received.

Using your Westmont username and password, sign in. If the page doesn't immediately transfer you to the AIM platform you may try clicking the the login link again and it should show you the following screen.



A pop-up reminder will ask you to complete your annual agreement forms before moving forward. After these are signed, future login attempts should take you directly to your profile.

Student has 4 (Notetaker Accommodation Agreement, ODS Confidentiality Statement, ODS Grievance Procedure, Student Rights and Responsibilities) E-Form Agreement(s). Please do not

Once you are on the AIM website you should see your name at the top left corner. (Arrow)

From here, you can go to *My Dashboard* or your *Profile* to view details and make any changes needed. (Circles)

Check your profile for accuracy especially in regard to you disability “eligibility”. This is the term used to describe your particular condition as it relates to accommodations.

The screenshot shows the AIM website interface. At the top, a dark red navigation bar contains the text "Welcome Katniss Everdeen!" followed by "My Profile", "My Mailbox (Sent E-Mails)", and "My Accommodations". The "My Profile" link is circled in blue, and a blue arrow points from it to the Westmont logo below. The Westmont logo features a shield with a cross, a crown, and a book, next to the word "WESTMONT" in red. Below the logo is a dark grey bar with "My Dashboard" circled in blue. Underneath is a breadcrumb trail: "Home >> My Dashboard >> Overview". To the left is a sidebar with a red header "Login as User Feature" containing a "Back to My Profile" button, and a grey header "Home" with links for "My Dashboard" and "My Profile". To the right is an "OVERVIEW" section with a yellow background, a red warning triangle icon, and the text "IMPORTANT MESSAGE(S)". Below this is the message: "Please read the following message(s) regarding your account:" followed by a bullet point: "▪ Your To Do List: No Accommodation Requests Found".

Go to *Accommodations* on the left-hand sidebar. Select the courses you'll need accommodations. Check boxes. (arrows)

Select *Continue to Customize Your Accommodations*

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resource Center.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Summer 2015 - AMM 301.E01 - APPAREL PRODUCT ANALYSIS (CRN: 53355)
- Summer 2015 - AMM 301L.E01 - APPAREL PRODUCT ANALYSIS LABORATORY (CRN: 53356)
- Summer 2015 - IBM 301.E01 - PRINCIPLES OF MARKETING MANAGEMENT (CRN: 52794)
- Summer 2015 - MHR 301.E01 - PRINCIPLES OF MANAGEMENT (CRN: 53126)
- Summer 2015 - SPN 151.E01 - ELEMENTARY SPANISH I (CRN: 52944)

PLEASE NOTE: By requesting accommodations (for each class), you are consenting to the release of these accommodations to your Instructor by DRC.

Step 2 - Continue to Customize Your Accommodations

Select Accommodations - check the accommodations that you would like to use in each class and, select **Submit Your Accommodation Requests**.

Home >> My Dashboard >> Overview

Login as User Feature
Back to My Profile

SMS (Text Messaging)
Status: **In-Active**
Update Preference

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Request for Additional Accommodation Consideration

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

AMM 301.E01 - Apparel Product Analysis (CRN: 53355)

Instructor(s): Deborah Johnson
Days and Time(s): T at 06:00 PM - 07:50 PM
Date Range(s): 06/22/2015 - 09/03/2015
Location(s): 45 153

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 AMM 301.E01

- Notetaking Services
- Test Accommodations

Submit Your Accommodation Requests Back to Overview

You may see some of your accommodation requests under the status heading “Processing” until you meet with Sheri Noble or your accommodation is approved.

An email to your professor will be generated and sent by AIM once your accommodations are approved by ODS.

If you need to speak to the director about other concerns you may have, feel free to set up an appointment time under *Request for Appointment*

You can select times that work for you and an email will be sent to ODS with your requested times.

ODS will reach out to you with the selected appointment time and you are all set! At this time all appointments will be virtual.

The screenshot shows a web interface for requesting an appointment. At the top, there is a navigation bar with links for 'Welcome Katniss Everdeen!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below this is a breadcrumb trail: 'Home >> My Dashboard >> Request For Appointment'. The main content area is titled 'REQUEST FOR APPOINTMENT'. It features a yellow 'IMPORTANT NOTES' box stating: 'Date and time to be determined. A scheduler will reach out to you about a specific time'. Below this is the 'Appointment Request Detail' section, which includes a dropdown menu for 'Type *:' set to 'Remote (Skype, Zoom, Nexus)' and a text area for 'Note or Concerns:' containing the text 'My start up appointment for the semester!'. The 'SELECT YOUR AVAILABILITY' section contains a yellow 'Important Note:' box: 'Please select at least 3 available time slot(s)'. Below the note is a grid of time slots for five days: MONDAY 08/24/2020, TUESDAY 08/25/2020, WEDNESDAY 08/26/2020, THURSDAY 08/27/2020, and FRIDAY 08/28/2020. Each day has four time slot options in a grid format. On the left side of the page, there is a sidebar with a 'Login as User Feature' button, a 'Back to My Profile' button, and a navigation menu with categories: 'Home' (My Dashboard, My Profile, Request for Appointment, Additional Accommodation/Documentation, My Mailbox (Sent E-Mails)), 'My Accommodations' (Information Release Consents, My Eligibility, List Accommodations, Alternative Testing, Notetaking Services, My E-Form Agreements, Agreements with Instructors), and a contact section for the Primary Advisor Beth Whitcomb (Phone: Not Specified, Send Email).