

NAVIGATING THE “HOME” TAB IN THE AIM STUDENT PORTAL

Disability Access Center

Walb Student Union, Room 113

(E) dac@pfw.edu

(P) 260-481-6657

(W) <https://www.pfw.edu/dac>

Login to your AIM Student Portal

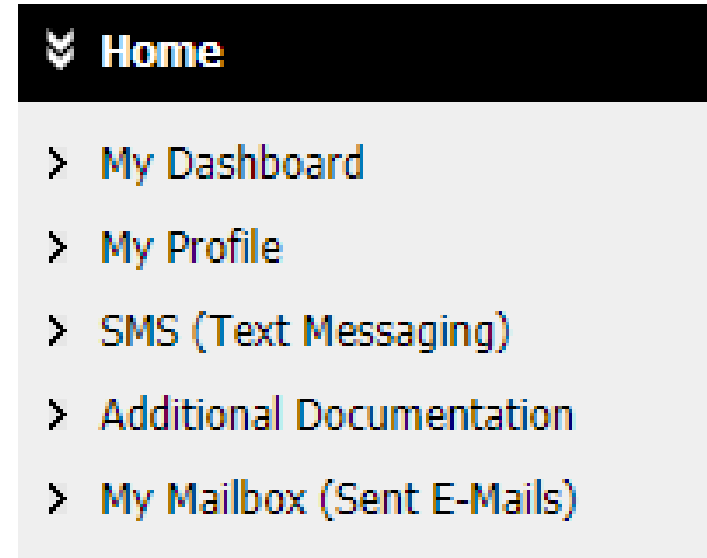
AIM STUDENT PORTAL

<https://augusta.accessiblelearning.com/PFW/>

After logging into your AIM STUDENT PORTAL

Navigating Your “Home” page in the AIM Student Portal

- Home
 - My Dashboard
 - Important Messages(s)
 - Your To Do List
 - List Accommodations for Term
- My Profile
- SMS (Text Messaging)
- Additional Documentation
- My Mail Box (Sent E-mails)



PURDUE UNIVERSITY FORT WAYNE

My Dashboard

Home >> My Dashboard >> Overview

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **OFF**
[Update Preference](#)

Home


- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

My Accommodations

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

[Logout](#)

OVERVIEW

 **AVAILABLE SIGNUP SHEET**

Select: [Continue](#)

Need Help?

If you do not see your courses listed below, it may be because DAC's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

If you need immediate assistance, please contact our office or come into the office.

LIST ACCOMMODATIONS FOR SUMMER 2021

Refine Search Result: [Refine Search](#)

[Previous Term](#) **Term: Summer 2021** [Next Term](#)

XALT CUST.000 - Alternative Formats Custom Request (CRN: ALTCUST) [Modify Request](#) [Cancel Request](#)

Instructor(s): **Not Specified**

Days and Time(s): **Not Specified**

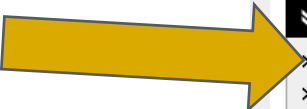
Date Range(s): **Not Specified**

Location(s): **Not Specified (Campus: XALT)**

[Need to Add a Different Instructor? Update It Here](#)

Request Status	Notification Letter

Click on "My Dashboard" to see an Overview of your portal and To Do List.



Navigating Your AIM Student Portal

My Profile

- View your profile information in AIM
- Data cannot be updated.
 - If you see an error, please contact the Disability Access Center
 - Alternatively, you can update your profile information by updating your PFW profile in [GoPFW](#) and the information will sync in your AIM Student Portal within 48 hours.

PURDUE UNIVERSITY FORT WAYNE

My Dashboard

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Logout

MY PROFILE

Update Your Profile

Back to My Dashboard



Important Note

If any of the following information has changed or you need to update your contact information, please do not forget to update with your school portal (where you register your classes every term or semester).

System does not push your changes with your school main database.

Personal Information

First Name: Kodiak

Last Name: Dog

Middle Name: Not Specified

Optional: Preferred Name:

School ID: Not Specified

Gender: Male

Contact Information

Cell Phone Number:

Hint: Enter 10-digit number only.

Land Line Phone Number:

Hint: Enter 10-digit number only.

Email Address:

User's Local Address

Click on "My Profile" to see an Overview of your profile.

You can also make changes in your Profile here.



Navigating Your AIM Student Portal

SMS (Text Messaging)

- Sign up for SMS (Text messaging, additional costs may apply, check with your carrier)
- Receive alerts for your appointments and Testing Center Appointments

Sign Up for SMS Text Messaging to notify you of up coming appointments and other DAC information.



Welcome Kodiak Dog! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

PURDUE UNIVERSITY FORT WAYNE

My Dashboard

Home >> My Dashboard >> Overview

Login as User Feature

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OVERVIEW

 **IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- Your To Do List:**
 - DACFAKE 90210.01L - Dac Fake Course**
 - Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
 - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.

 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

Note: It may take up to **10 seconds** to generate each PDF file.

Select Class: [Generate PDF](#)

SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)

Summer 2021 2 View	Fall 2021 3 View
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LIST ACCOMMODATIONS FOR **SUMMER 2021**

Refine Search Result:

Navigating Your AIM Student Portal

Additional Documentation

- You can submit additional or updated documentation.

PURDUE UNIVERSITY FORT WAYNE

My Dashboard

Home >> My Dashboard >> Additional Documentation

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ADDITIONAL DOCUMENTATION

List [New Application](#)

Information

Start Term * *: **Select One** v

Note: Select term where you would like your new accommodation to start.

Questions

1. **Do you have any new or additional disability-related documentation you would like to submit to the Disability Access Center?? ***
 Yes
 No

Additional Note or Comment

Students registered with the Disability Access Center at Purdue University Fort Wayne are responsible for the following:

- Sharing their formal, approved accommodations with instructors in a timely manner via the Course Accessibility Letter.
- Confirming with instructors that their Course Accessibility Letter is received and that instructors have the necessary information to put accommodations in place.
- Notifying the Disability Access Center immediately if any approved accommodations are ineffective or if those accommodations are not being provided by instructors.
- Requesting new or different accommodations at any time.
- Following all policies, procedures, and deadlines published by the Disability Access Center.

Submit Application

You can submit additional documentation by clicking on "Additional Documentation."



Navigating Your AIM Student Portal

My Mailbox (Sent Emails)

- View any emails sent from AIM.

Welcome Kodiak Dog! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [My Accommodations](#) [Sign Out](#)

PURDUE UNIVERSITY FORT WAYNE

My Dashboard

Home >> My Dashboard >> **My Mailbox**

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Once you finish with your session,

MY MAILBOX

 **USER DOES NOT HAVE EMAIL ADDRESS**

System finds that the user has no email address registered under the **User Profile**. If you need to send an email to the user, you need to update **User Profile** with user's email address.

[Click to Expand Advanced Search Panel](#)

Number of Records Found: **1** Show Limit: per Page [Update](#)

Showing Records: 1 - 1

Email Subject	Date Sent	View
[DAC] New CUSTOM Alternative Formats Request for Kodiak Dog	08/05/2021 at 08:49:52 AM	View

You can find any emails sent from AIM by going to "My Mailbox."



QUESTIONS?

Contact the Disability Access Center:

- Email: dac@pfw.edu
- Phone: 260-481-6657
- Location: Walb Student Union, Room 113