

# ***NAVIGATING THE “MY ACCOMMODATIONS” TAB IN THE AIM STUDENT PORTAL***

Disability Access Center

Walb Student Union, Room 113

(E) [dac@pfw.edu](mailto:dac@pfw.edu)

(P) 260-481-6657

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

# Login to your AIM Student Portal

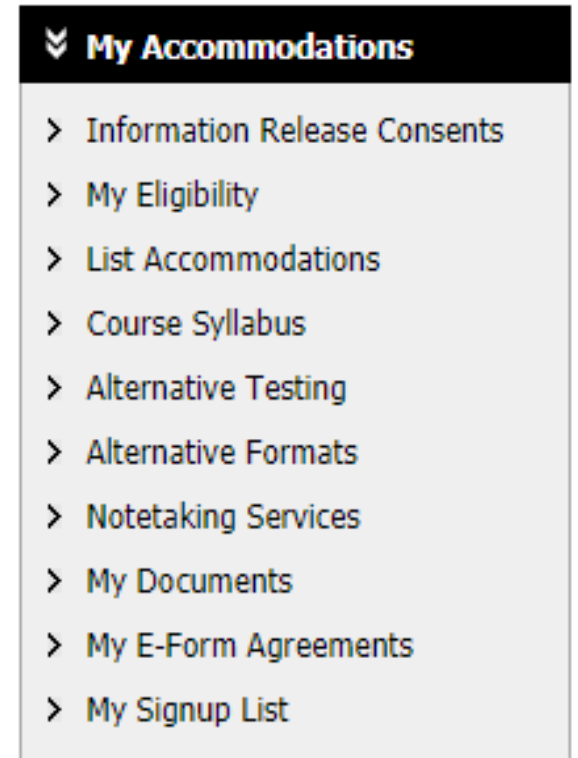
**AIM STUDENT PORTAL**

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

# After logging into your AIM STUDENT PORTAL

## Navigating the “My Accommodations” Tab in the AIM Student Portal

- Information Release Consents
  - Fill out release of information if you would like to
- My Eligibility- This is another term for accommodations
  - View your approved accommodations
- List Accommodations
  - Lists the courses in which you have chosen to use your accommodations in
- Course Syllabus
  - View (if your instructor has uploaded) or upload the syllabus for your course
- Alternative Testing
  - Schedule your exams/quizzes
- Alternative Formats
  - Request alternative formats of textbooks
- Notetaking Services
  - Confirm if you need a note-taker
- My Signup List
  - Sign up for other DAC services



# 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

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### My Accommodations

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- > 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 FALL 2021**

Refine Search Result:  [Refine Search](#)

[Previous Term](#) Term: Fall 2021 [Next Term](#)

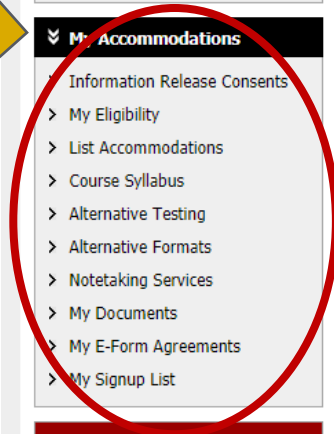
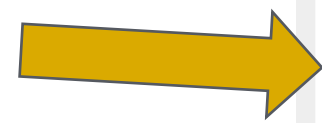
**No Accommodation Request Found**

**Questions? Contact Us!**

Please contact our office if you have any questions or concerns.

Disability Access Center  
Purdue University Fort Wayne  
Walb Student Union, Room 113  
2101 East Caliseum Boulevard

“My Accommodations” is located here in your AIM Student Portal.



# *Navigating the “My Accommodations” Tab in your AIM Student Portal*

## **Information Release Consents**

- Fill out an Information Release Consent
  - This is only used if you would like family, friends, Vocational Rehabilitation, etc., to know personal disability-related information about you
- View or Revoke past release consents

Click on “Information Release Consents” to see or add a new release to your profile.

There is a two step process when adding an Information Release Consent.



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

# PURDUE UNIVERSITY FORT WAYNE

My Dashboard

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**Login as User Feature**

[Back to My Profile](#)

**SMS (Text Messaging)**

Status: **OFF**

[Update Preference](#)

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**My Accommodations**

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**Logout**

## 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)

<b>Summer 2021</b> <b>2</b> <a href="#">View</a>	<b>Fall 2021</b> <b>3</b> <a href="#">View</a>
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**LIST ACCOMMODATIONS FOR SUMMER 2021**

Refine Search Result:

# *Navigating the “My Accommodations” Tab in your AIM Student Portal*

## **My Eligibility**

- An approved accommodation in the AIM Student Portal is call an Eligibility
- All approved eligibilities will be listed here.

Click on “My Eligibility” to view the accommodations you’re able to use at Purdue Fort Wayne.



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

# PURDUE UNIVERSITY. FORT WAYNE

My Dashboard

Home » My Dashboard » My Eligibility

**Login as User Feature**

Back to My Profile

**SMS (Text Messaging)**

Status: OFF

Update Preference

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Logout

## MY ELIGIBILITY

**Important Notice to Staff using Login as User feature**

If you **DO NOT SEE** certain eligibility types in the following list, please review **Website Controls - Eligibility Controls - Eligibility Types** to make sure the eligibility type's **Visible in "My Eligibility"** is set to **YES**. If you have made changes to any Eligibility Type settings, please remember to have **everyone** in the office logout and log back in to the system.

- Assignment Accommodations**
  - Modified Deadlines**

Under certain circumstances, it may be appropriate to provide an extension on assignments on a case-by-case basis. The student must notify the instructor and the DAC in a reasonable time frame with a request prior to the original assignment deadline. The length of extension should be determined by the instructor. The DAC recommends a 24-72-hour extension. The DAC recommends filling out the Modified Attendance and Deadline Agreement found on the DAC Website to determine reasonable requests. Please consult with the DAC if you have questions or need additional guidance.
- Assistive Technology**
  - FM System**

Student uses a FM System.
  - Livescribe Smart Pen**
  - Recorder**
- Attendance**
  - Modified Attendance**

Under certain circumstances, it may be appropriate to be flexible with the course attendance policy because of a student's condition. The student must notify the instructor of record and the DAC within 24 hours of missing the course. The student is responsible for all coursework missed. The DAC recommends the use of the Modified Attendance Agreement on the DAC website when navigating this accommodation. Please consult with the DAC if you have questions or need further guidance.
- Communication Access**
  - Interpreting**



# *Navigating your “My Accommodations” in your AIM Student Portal*

## List Accommodations

- Lists the status of active eligibilities/accommodations in your courses for a given semester
- You can modify your request, cancel your request, view accommodations from previous semesters, or request accommodations for the next term (if you are registered for courses)

# PURDUE UNIVERSITY FORT WAYNE

## My Dashboard

Home >> My Dashboard >> List Accommodation Requests

### Login as User Feature

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### SMS (Text Messaging)

Status: **OFF**

[Update Preference](#)

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[Logout](#)

## LIST ACCOMMODATION REQUESTS

### 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: **Approved Accommodations** ▾

[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



**Approved**

First Entered by: Ryan McCombs  
 First Entered on: **08/05/2021 at 08:49 AM**  
 Last Updated by: Ryan McCombs  
 Last Updated on: **08/05/2021 at 08:49 AM**

### Notification Letter

Status: **Printed**  
 Last Printed: **08/05/2021 at 11:00 AM**

List Accommodation(s) Selected for XALT CUST 000

Other Information

Click on "List Accommodations" to view the active accommodations in your courses for the semester.



# *Navigating the “My Accommodations” Tab in your AIM Student Portal*

## **Course Syllabus**

- Upload or View uploaded syllabi (by your instructor) for your courses.

# PURDUE UNIVERSITY FORT WAYNE

## My Dashboard

Home >> My Dashboard >> Accessing or Uploading Your Course Syllabus

### Login as User Feature

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### SMS (Text Messaging)

Status: **OFF**

[Update Preference](#)

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## ACCESSING OR UPLOADING YOUR COURSE SYLLABUS

### IMPORTANT MESSAGE

Reminder: Your instructor may have a newer version of your course syllabus.



### UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

### Upload Form

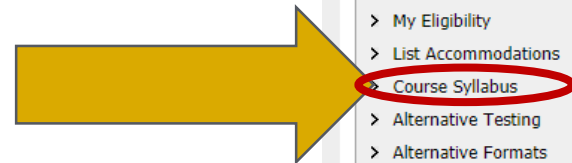
Class: **XALT CUST.000 - Alternative Formats Custom Request**

Syllabus Title \* :

Select File:

No Syllabus Uploaded

You can view or submit your course syllabi for the semester by clicking on "Course Syllabus."



# *Navigating the “My Accommodations” Tab in your AIM Student Portal*

## **Alternative Testing**

- View testing instructions for the semester for your courses
- Schedule your exams/quizzes in the DAC Testing Center for the semester
- View upcoming DAC Testing Center appointments
- Cancel DAC Testing Center appointments

# PURDUE UNIVERSITY FORT WAYNE

## My Dashboard

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### Login as User Feature

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### SMS (Text Messaging)

Status: **OFF**

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## ALTERNATIVE TESTING

### Testing Instruction Form(s)

Below is the list of all Testing Instruction Form(s) submitted through the system.

If you do not see your course listed, this means that your testing instruction form **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class:

[Schedule an Exam](#)

### UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

DACFAKE 90210.01L - Dac Fake Course

[View Other Exams](#)

**In-Person Exam (taken at DAC) - Wednesday, August 18, 2021 - 11:00 AM - 12:30 PM (90)** [Modify Request](#) [Cancel Request](#)

Status: **Approved** Location: Desk 1

Approved Accommodation(s):

- 150% Extended Time on Timed Assessments

Request Entered on Wednesday, August 11, 2021 at 04:57:42 PM

DACFAKE 90210.01L - Dac Fake Course

[View Other Exams](#)

**In-Person Exam (taken at DAC) - Wednesday, August 25, 2021 - 09:00 AM - 10:30 AM (90)** [Modify Request](#) [Cancel Request](#)

Status: **Approved** Location: **TBD**

Approved Accommodation(s):

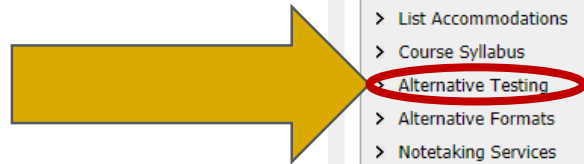
- 150% Extended Time on Timed Assessments

Required Technology:

- Brightspace

Request Entered on Thursday, August 12, 2021 at 10:00:06 AM

You can schedule, cancel, or view any exam/quiz requests by clicking on "Alternative Testing."



# Navigating the “My Accommodations” Tab in your AIM Student Portal

## Alternative Formats

**Please Note: This Module is not in use.**

- View what books you need for your courses (if instructor has provided to the PFW Bookstore)
- Select which books you need alternative formats for the semester
- Upload your book receipts
- View Uploaded receipts
- Request additional materials needed in alternative formats
- Download books once complete

# PURDUE UNIVERSITY FORT WAYNE

## My Dashboard

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### Login as User Feature

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## ALTERNATIVE FORMATS

[Previous Term](#)

Term: Summer 2021

[Next Term](#)

### Alternative Formats Preference

**Note:** Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Accessible PDF**

Update Preference:

[Update Alternative Formats Preference](#)

### LIST BOOKS CURRENTLY BEING PROCESSED FOR SUMMER 2021

**Note:** If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
XALT	CUST	000	Dogs R Us (ISBN: ZEBPZ4CXZU8UL)	Accessible PDF	No	Processing [Custom - Not Listed] <a href="#">Upload Document</a>

### UPLOAD BOOK RECEIPT

**Important Note:** Limit 10 receipts per term or semester. [Read File Upload Instruction](#)

#### File Information

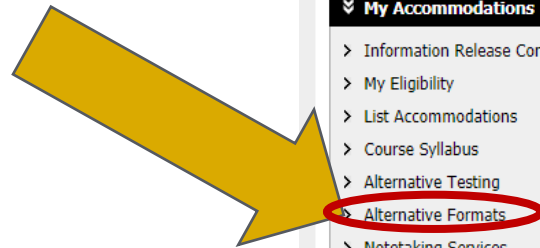
Term: **Summer 2021**

Select File:  No file chosen

### UPLOADED RECEIPTS - SUMMER 2021

No Receipt Found

You can request, download, or view any Alternative Formats requests by clicking on "Alternative Formats."





# Navigating the “My Accommodations” Tab in your AIM Student Portal

## Notetaking Services

**Please Note: This Module is not in use.**

- If you receive Peer Notes, you can confirm what courses you will need a Peer Notetaker
- Once confirmed you will see your assigned Peer Notetaker
- You can download any notes that have been uploaded by your Peer Notetaker.

# PURDUE UNIVERSITY FORT WAYNE

## My Dashboard

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### Login as User Feature

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Status: **OFF**

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## NOTETAKING SERVICES

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Term: Fall 2021

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### My Preference

Hide My Name from Notetaker: **No** ▾

Note: Select **Yes** if you **prefer not to release your name** to notetakers.

[Update Your Preference](#)

### DACFAKE 90210.01L - Dac Fake Course

#### Please Confirm Your Notetaking Services Request

Please use the following link to confirm that you will need Notetaking Services for your course: [Confirm Now](#)

### DACFAKE 10101.01 - Dac Fake Course

#### Please Confirm Your Notetaking Services Request

Please use the following link to confirm that you will need Notetaking Services for your course: [Confirm Now](#)

### DACFAKE1 20101.01 - Dac Fake Course #2

#### Please Confirm Your Notetaking Services Request

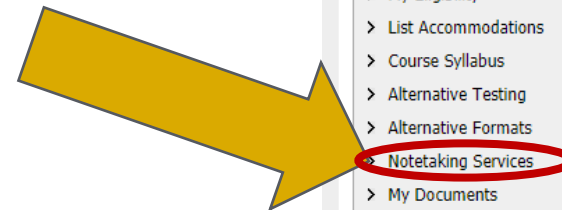
Please use the following link to confirm that you will need Notetaking Services for your course: [Confirm Now](#)

### DACFAKE5 12345.12 - Dacfakecourse5

#### Please Confirm Your Notetaking Services Request

Please use the following link to confirm that you will need Notetaking Services for your course: [Confirm Now](#)

You can schedule, cancel, or view any Notetaker requests and Peer Notes by clicking on "Notetaking Services."



# *Navigating the “My Accommodations” Tab in your AIM Student Portal*

## **My Documents**

- You can view any documents that are associated with your AIM Student Profile

# PURDUE UNIVERSITY FORT WAYNE

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OVERVIEW



## IMPORTANT MESSAGE(S)

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

### Your To Do List:

#### 1. 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.
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## 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

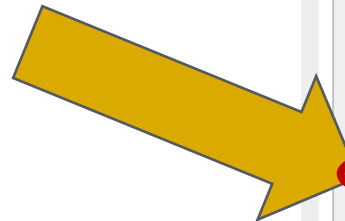
**3**

[View](#)

## LIST ACCOMMODATIONS FOR **SUMMER 2021**

Refine Search Result:

You can view any Documents in your AIM Portal by clicking on “My Documents.”



# *Navigating the “My Accommodations” Tab in your AIM Student Portal*

## **My E-Form Agreements**

- You can view any E-Form Agreements that are associated with your AIM Student Profile

# PURDUE UNIVERSITY FORT WAYNE

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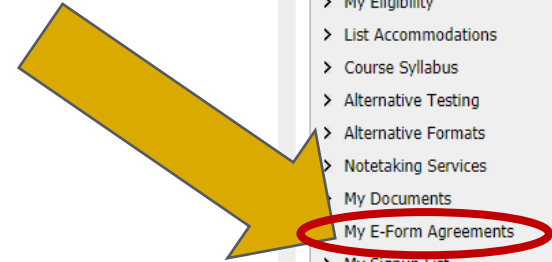
**3**

[View](#)

### LIST ACCOMMODATIONS FOR **SUMMER 2021**

Refine Search Result:

You can view any E-Form Agreements by clicking on "My E-Form Agreements."



# Navigating the “My Accommodations” Tab in your AIM Student Portal

## My Signup List

- Sign up for other Disability Access Center Services
  - Closed Captioning
  - Sign Language Interpreting (Academic)
  - Sign Language Interpreting (Non-Course)
  - Other services may be available, check with the DAC.

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

My Dashboard

Home >> My Dashboard >> Signup Forms

**Login as User Feature**

Back to My Profile

**SMS (Text Messaging)**

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**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

**SIGNUP FORMS**

**AVAILABLE SIGNUP SHEET**

Select: **Disability Access Center: Alternative Formats Request** Continue

**PREVIOUSLY SIGNED UP**

**Important Note:** The following list includes all sign up sheets. Please let us know if you have any questions regarding this feature.

Disability Access Center  
 Purdue University Fort Wayne  
 Walb Student Union, Room 113  
 2101 East Coliseum Boulevard  
 Fort Wayne, Indiana 46805  
 O: 260-481-6658  
 F: 260-481-6018  
 E: dac@pfw.edu  
 W: pfw.edu/dac

No Data Found - Please Try Different Search Option

You can schedule other services by clicking on “My Signup List.”

When on the Signup Forms, click on the drop down to see what other services are available for you to use. Click Continue to complete that Signup Sheet.



# ***QUESTIONS?***

## **Contact the Disability Access Center:**

- Email: [dac@pfw.edu](mailto:dac@pfw.edu)
- Phone: 260-481-6657
- Location: Walb Student Union, Room 113