NAVIGATING THE NEW STUDENT ACCOMMODATION REQUEST FORM IN AIM

Disability Access Center

Walb Student Union, Room 113

(E) dac@pfw.edu

(P) 260-481-6657

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

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Access the Online Application

Link to Application

https://augusta.accessiblelearning.com/PFW/ApplicationStudent.aspx

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Requesting Accommodations

Application:

- **This application is meant only for the use of students that are new to the DAC.**

- This form will notify the DAC that you would like to receive accommodations at PFW and will give us some background knowledge about you (i.e., personal information, past accommodations, requested accommodations, etc.)

- Complete each question in as much detail as possible.

Requesting Accommodations

Application:

- Submit Application:

  - Click the "Submit Application" button.

Requesting Accommodations

Application:

- **Application Submission Confirmation:**

  - After your application has been submitted a green checkmark will be displayed at the top of the page with the message "Application Submitted".

- **Documentation Upload:**

  - Name the file using the "File Title"

  - Upload file using the "Choose File" button, select file, then click "Open"

  - Finish upload by clicking "Upload Documentation"

Submitting Documentation

Please note:

- Documentation Upload Confirmation:

  - Once your documentation has been submitted successfully a green checkmark will be displayed with message "File was Successfully Uploaded"

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QUESTIONS?

Contact the Disability Access Center:

- **Email: dac@pfw.edu**

- **Phone: 260-481-6657**

- **Location: Walb Student Union, Room 113**

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