

# ***REQUESTING ALTERNATIVE FORMATS IN THE AIM STUDENT PORTAL***

Disability Access Center

Walb Student Union, Room 113

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(P) 260-481-6657

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

# Login to your AIM Student Portal

**AIM STUDENT PORTAL**

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

# How to Request Alternative Formats in the AIM STUDENT PORTAL

## Step-By-Step Guide

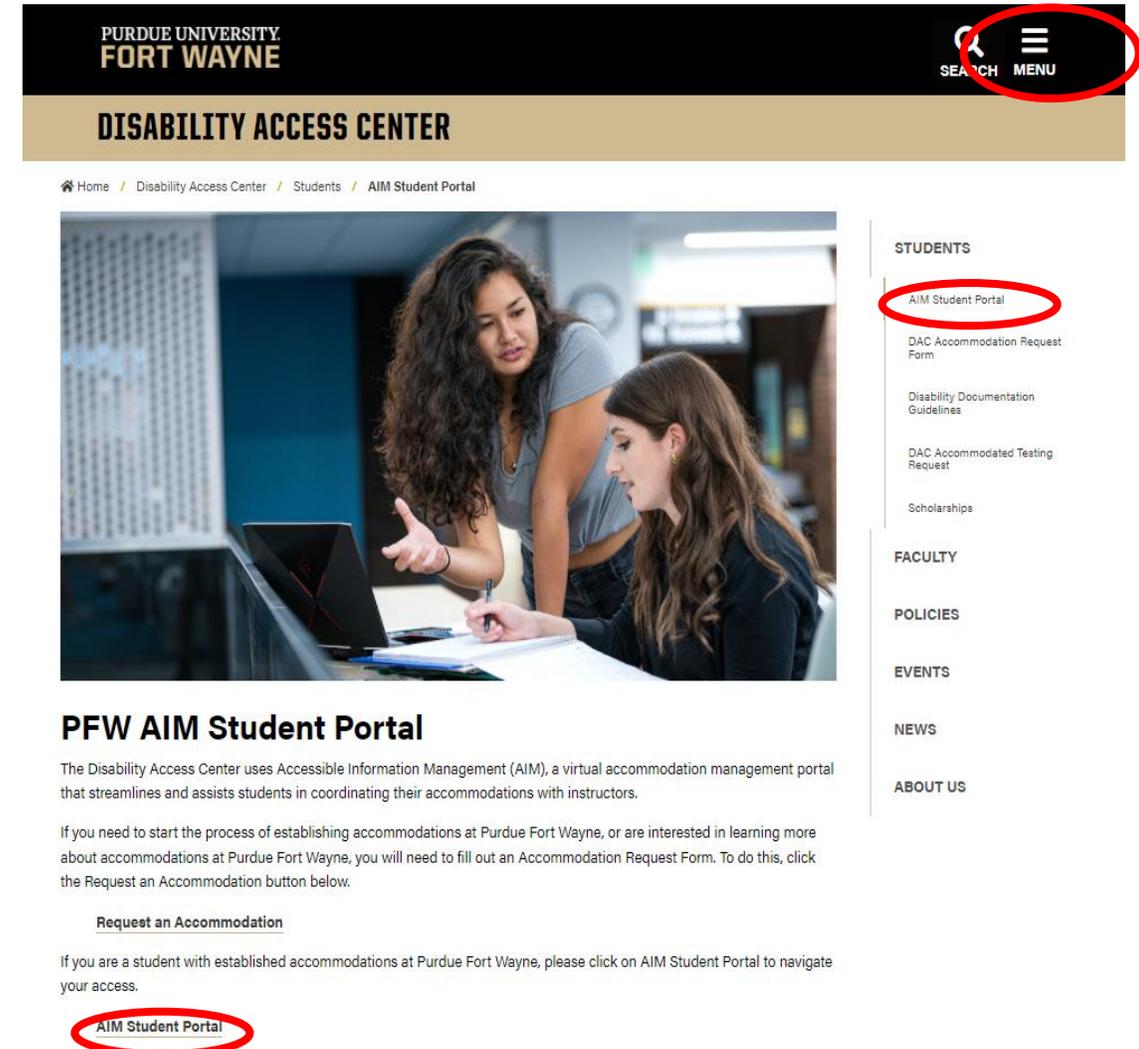
- Step 1: Go to the Disability Access Center Website
  - <https://www.pfw.edu/dac>
- Step 2: On the top right side of the page click on the MENU, Click the STUDENTS tab, then click on AIM STUDENT PORTAL on the right side of the page
- Step 3: Log into the [AIM STUDENT PORTAL](#) using your Purdue Fort Wayne username and password
- Step 4: Once logged in, under MY ACCOMMODATIONS to the left, click on ALTERNATIVE FORMATS
- Steps 5-7: Enter required information for each Alternative Format you are requesting and upload receipt for proof of purchase
- Step 8: Downloading an Alternative Format book from Microsoft OneDrive

# How to Request Alternative Formats in the AIM STUDENT PORTAL

## Step 1: Go to the Disability Access Center Website

- [www.pfw.edu/dac](http://www.pfw.edu/dac)

## Step 2: On the top right side of the page click on the MENU, Click the STUDENTS tab, then click on AIM STUDENT PORTAL on the right side of the page



The screenshot shows the top navigation bar of the Purdue University Fort Wayne Disability Access Center website. The logo "PURDUE UNIVERSITY FORT WAYNE" is on the left, and a search icon and a menu icon (three horizontal lines) are on the right. Below the logo, the text "DISABILITY ACCESS CENTER" is displayed. A breadcrumb trail reads "Home / Disability Access Center / Students / AIM Student Portal". A large image shows two students looking at a laptop. On the right side, a vertical menu lists categories: STUDENTS, FACULTY, POLICIES, EVENTS, NEWS, and ABOUT US. Under the STUDENTS category, the "AIM Student Portal" link is circled in red. Below the image, the heading "PFW AIM Student Portal" is followed by a paragraph explaining the AIM system and a "Request an Accommodation" button. Below the button, another paragraph explains the process for students with established accommodations, and the "AIM Student Portal" link is circled in red again.

PURDUE UNIVERSITY  
FORT WAYNE

DISABILITY ACCESS CENTER

Home / Disability Access Center / Students / AIM Student Portal

STUDENTS

- AIM Student Portal
- DAC Accommodation Request Form
- Disability Documentation Guidelines
- DAC Accommodated Testing Request
- Scholarships

FACULTY

POLICIES

EVENTS

NEWS

ABOUT US

### PFW AIM Student Portal

The Disability Access Center uses Accessible Information Management (AIM), a virtual accommodation management portal that streamlines and assists students in coordinating their accommodations with instructors.

If you need to start the process of establishing accommodations at Purdue Fort Wayne, or are interested in learning more about accommodations at Purdue Fort Wayne, you will need to fill out an Accommodation Request Form. To do this, click the Request an Accommodation button below.

[Request an Accommodation](#)

If you are a student with established accommodations at Purdue Fort Wayne, please click on AIM Student Portal to navigate your access.

[AIM Student Portal](#)

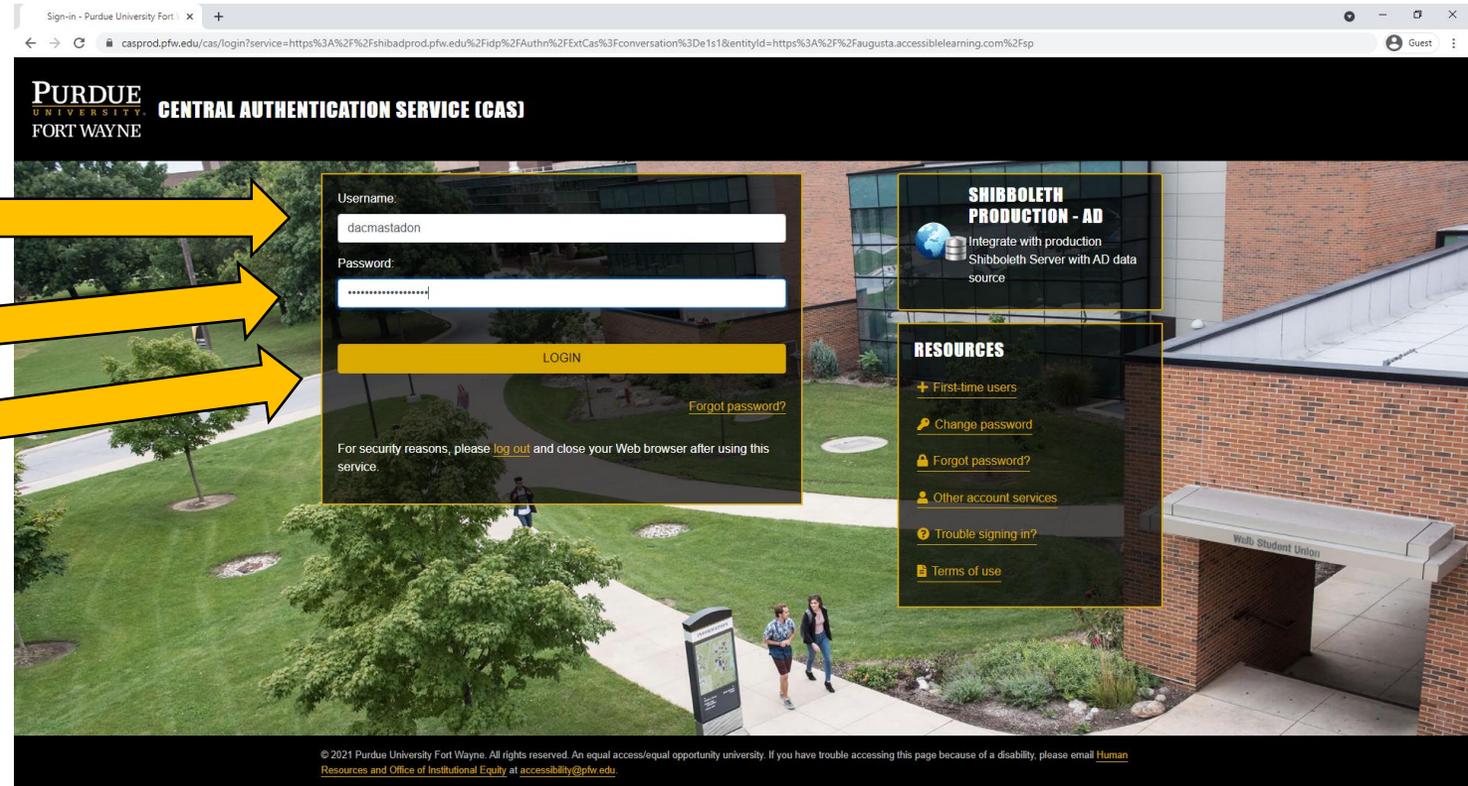
# How to Request Alternative Formats in the AIM STUDENT PORTAL

## Step 3: Log into the AIM STUDENT PORTAL using your Purdue Fort Wayne credentials

Step 3a: Insert PFW Username

Step 3b: Insert PFW Password

Step 3c: Click "Login"



# How to Request Alternative Formats in the AIM STUDENT PORTAL

Step 4: Once logged in, under MY ACCOMMODATIONS to the left, click on ALTERNATIVE FORMATS

The screenshot displays the AIM Student Portal interface. At the top, there is a navigation bar with links for 'Welcome Kodiak Dog!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below this is the 'PURDUE UNIVERSITY FORT WAYNE' header. The main content area is titled 'My Dashboard' and includes a breadcrumb trail: 'Home >> My Dashboard >> Overview'. On the left side, there is a navigation menu with several sections: 'Login as User Feature' (with a 'Back to My Profile' button), 'SMS (Text Messaging)' (with 'Status: OFF' and an 'Update Preference' button), 'Home' (with links to 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Additional Documentation', and 'My Mailbox (Sent E-Mails)'), 'My Accommodations' (with links to 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Course Syllabus', 'Alternative Formats', 'Requesting Services', 'My Documents', 'My E-Form Agreements', and 'My Signup List'), and a 'Logout' button at the bottom. The 'Alternative Formats' link is circled in red. The main content area shows an 'OVERVIEW' section with an 'AVAILABLE SIGNUP SHEET' and a 'Select: Select One' dropdown menu. Below this is a 'Need Help?' section with a red header and text explaining that courses may not be listed due to system delays and providing contact information. The 'LIST ACCOMMODATIONS FOR FALL 2021' section includes a 'Refine Search Result: Search All' dropdown and a 'Refine Search' button. A table shows 'Term: Fall 2021' with 'Previous Term' and 'Next Term' links. A message states 'No Accommodation Request Found'. At the bottom, there is a 'Questions? Contact Us!' section with contact information for the Disability Access Center.

# How to Request Alternative Formats in the AIM STUDENT PORTAL

Step 5: Under FILE INFORMATION, click CHOOSE FILE and attach a copy of your receipt for proof of purchase. Select the course the receipt pertains to and then click UPLOAD RECEIPT

The screenshot displays the 'Alternative Formats' section of the AIM Student Portal. The page header includes 'PURDUE UNIVERSITY FORT WAYNE' and navigation links like 'My Profile', 'My Mailbox', and 'My Accommodations'. The main content area is titled 'ALTERNATIVE FORMATS' and shows the current term as 'Fall 2021'. Below this, there is a section for 'ALTERNATIVE FORMATS PREFERENCE' with a status of 'OFF' and a note that no book is being processed for the current term. The 'UPLOAD BOOK RECEIPT' section is the focus, featuring an 'Important Note' about the 10-receipt limit and a 'File Information' form. In this form, the 'Select File' button, the course selection dropdown (showing 'DACFAKES 12345.12 - DACFAKECOURSE' and 'DACLIVE 0203.3 - DAC Live Tutorial 3'), and the 'Upload Receipt' button are circled in red. To the right, the 'UPLOADED RECEIPTS - FALL 2021' section shows 'No Receipt Found'.

# How to Request Alternative Formats in the AIM STUDENT PORTAL

**Step 6: Scroll down and under READING MATERIALS, select your course and enter textbook information. Please include as much information as possible. Once you have entered the information, click SUBMIT REQUEST at the bottom of the page**

Reading Materials

Select Class \*.: **Select One** ▼

Reading Material Title \*.:

ISBN:   
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note:

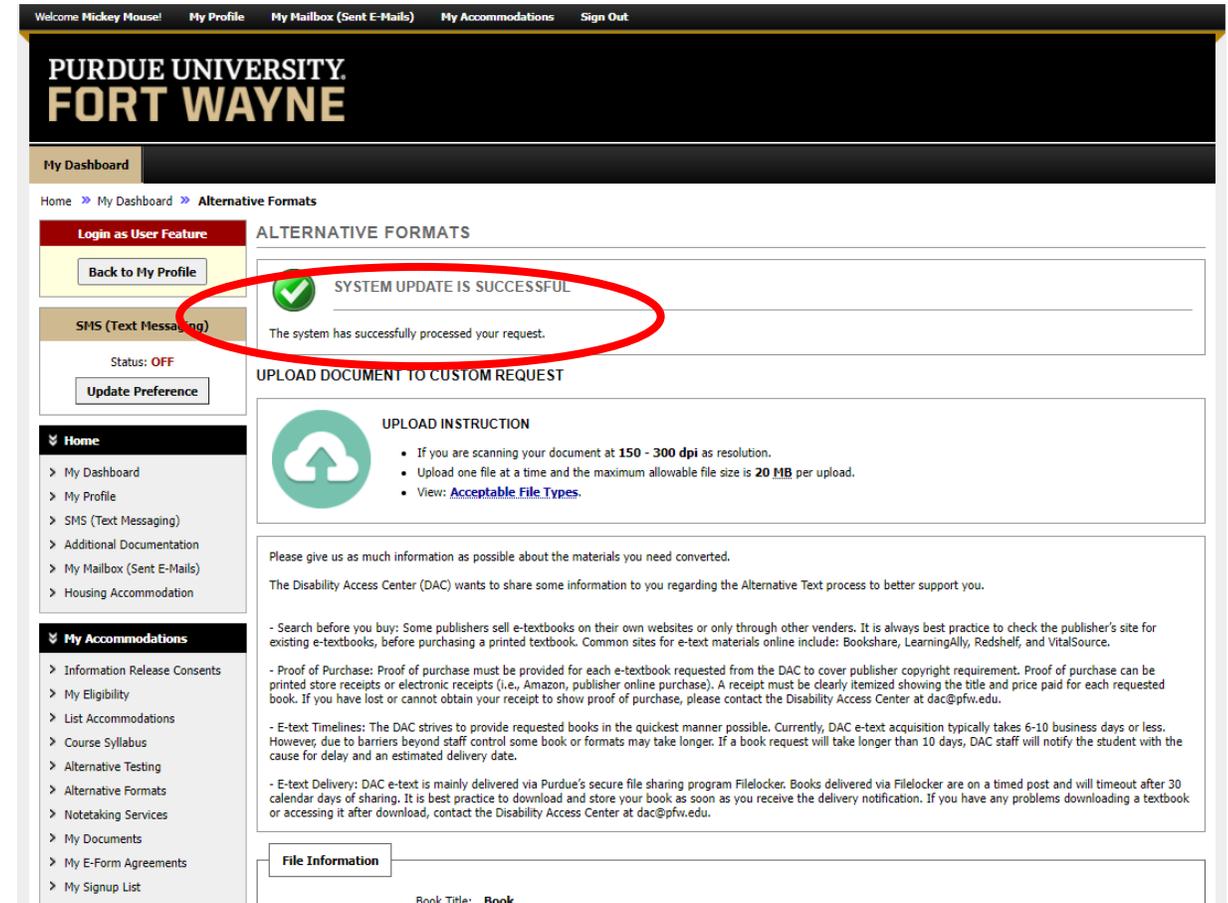
Note: **HTML entry is permitted.** Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline.](#)

**Submit Request**

# How to Request Alternative Formats in the AIM STUDENT PORTAL

Step 7: Once you hit submit you will receive a System Update is Successful and your request is being processed.

You will repeat these steps for each of your PFW Courses and books.



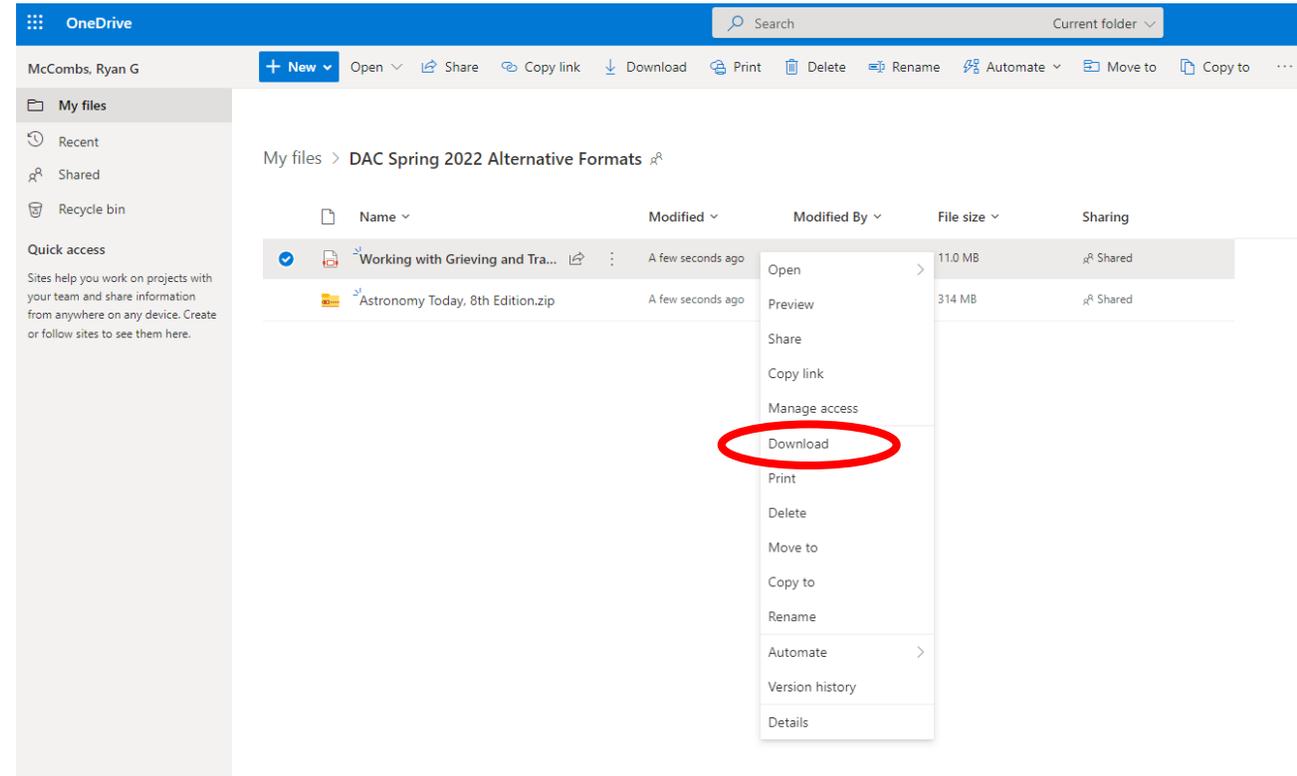
The screenshot displays the user interface of the AIM Student Portal. At the top, there is a navigation bar with links for 'Welcome Mickey Mouse!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below this is the 'PURDUE UNIVERSITY FORT WAYNE' header. The main content area is titled 'My Dashboard' and 'Alternative Formats'. A red circle highlights a green checkmark icon and the text 'SYSTEM UPDATE IS SUCCESSFUL' with the subtext 'The system has successfully processed your request.' Below this, there is a section for 'UPLOAD DOCUMENT TO CUSTOM REQUEST' with an 'UPDATE INSTRUCTION' icon and a list of instructions: '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.', and 'View: Acceptable File Types.' Further down, there is a 'Please give us as much information as possible about the materials you need converted.' section, followed by a 'File Information' section with a 'Book Title: Book' field.

# How to Request Alternative Formats in the AIM STUDENT PORTAL

**Step 8: Once the DAC has secured an Alternative Format of your book, you will receive an email with a link to Microsoft OneDrive where your books will be stored for your use.**

**We encourage students to download the book from OneDrive once you have been provided access to the book.**

**Right click on the book you want to download, and then click the download option.**



# Helpful Links

## Bookmark Quick Links to Access the DAC and AIM Portal

- Disability Access Center
  - <https://www.pfw.edu/dac>
- AIM Student Portal
  - <https://augusta.accessiblelearning.com/PFW/>

# ***QUESTIONS?***

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

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