

REQUESTING A PEER NOTETAKER 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/>

How to Request a Peer Notetaker in the AIM STUDENT PORTAL

Step-By-Step Guide

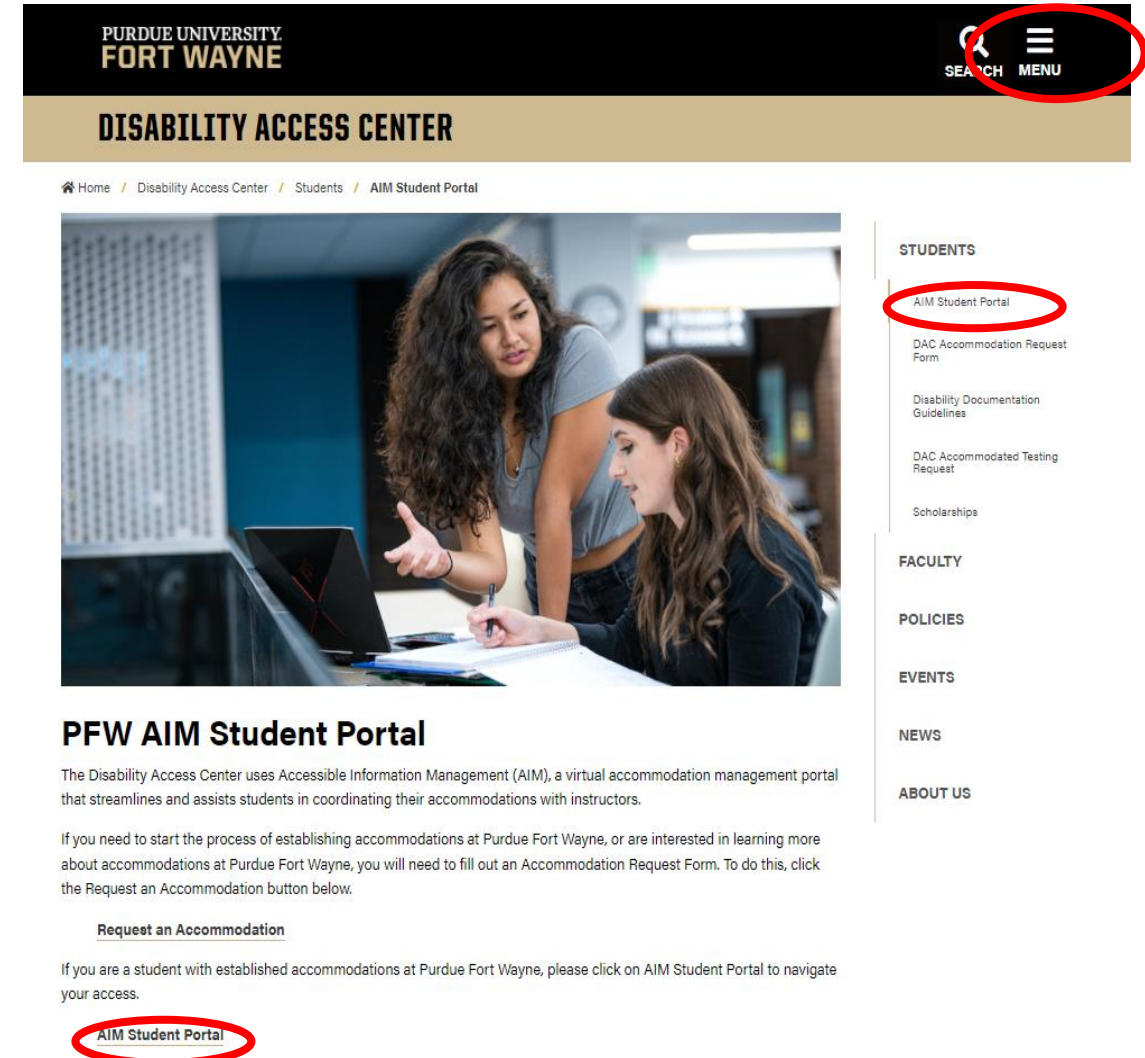
- Step 1: Go to the Disability Access Center Website
 - <https://www.pfw.edu/dac>
- Step 2: On the top right side of the page click on the MENU, Click the STUDENTS tab, then click on AIM STUDENT PORTAL on the right side of the page
- Step 3: Log into the [AIM STUDENT PORTAL](#) using your Purdue Fort Wayne username and password
- Step 4: Once logged in, under MY ACCOMMODATIONS to the left, click on NOTETAKING SERVICES
- Step 5-8: Request Notetaking Services

How to Request a Peer Notetaker in the AIM STUDENT PORTAL

Step 1: Go to the Disability Access Center Website

- 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 Disability Access Center website. The Purdue University Fort Wayne logo is on the left. On the right, there is a search icon and a menu icon (three horizontal lines), both of which are circled in red. Below the navigation bar is a breadcrumb trail: Home / Disability Access Center / Students / AIM Student Portal. The main content area features a photograph of two students looking at a laptop. To the right of the photo is a vertical navigation menu with the following items: STUDENTS, AIM Student Portal (circled in red), DAC Accommodation Request Form, Disability Documentation Guidelines, DAC Accommodated Testing Request, and Scholarships. Below the menu are sections for FACULTY, POLICIES, EVENTS, NEWS, and ABOUT US. The main text area is titled "PFW AIM Student Portal" and contains the following text: "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." Below this text is a button labeled "Request an Accommodation". Further down, there is another paragraph: "If you are a student with established accommodations at Purdue Fort Wayne, please click on AIM Student Portal to navigate your access." At the bottom of this section, the text "AIM Student Portal" is circled in red.

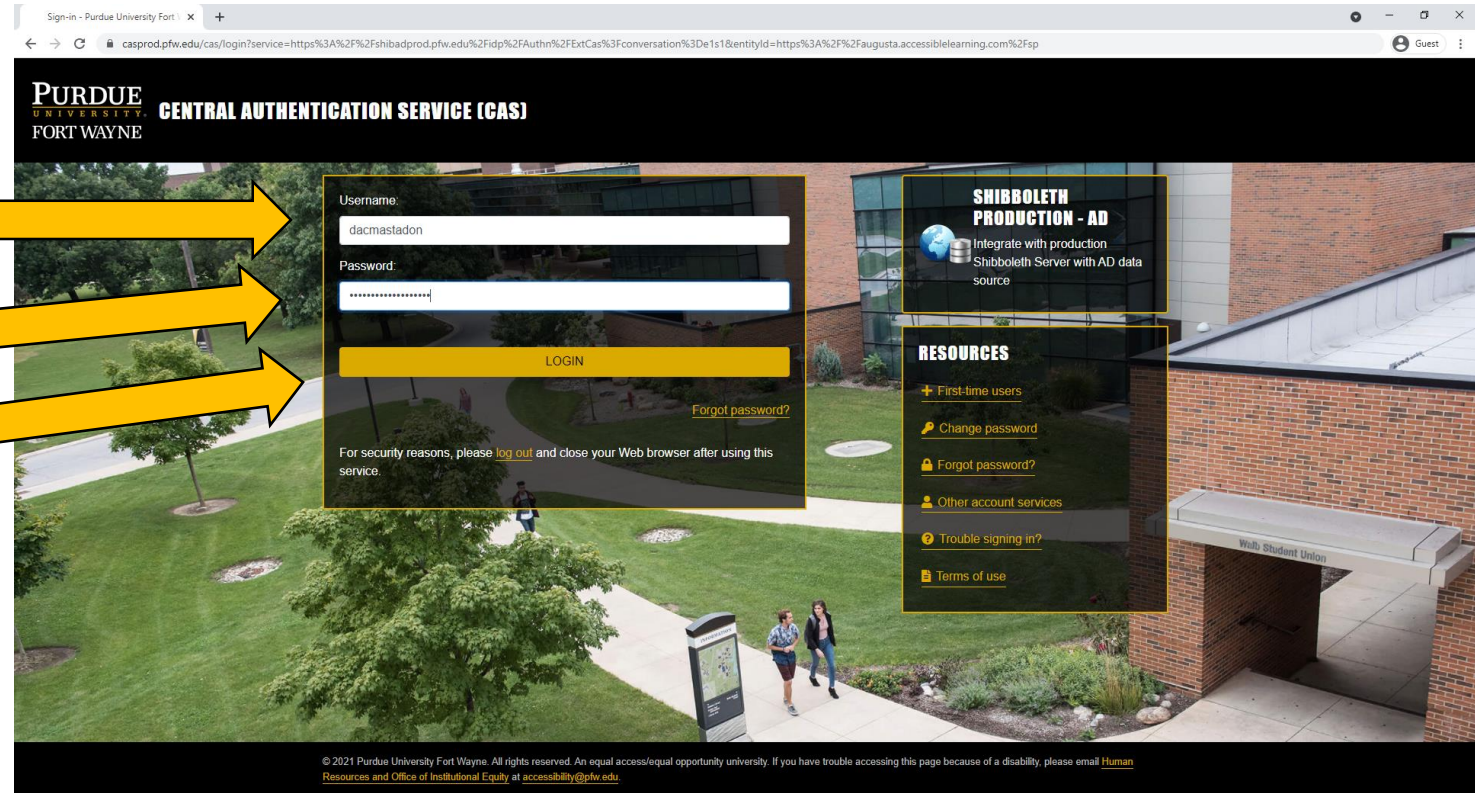
How to Request a Peer Notetaker in the AIM STUDENT PORTAL

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 a Peer Notetaker in the AIM STUDENT PORTAL

Step 4: Once logged in, under MY ACCOMMODATIONS to the left, click on NOTETAKING SERVICES

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 logo. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'My Dashboard' section with a 'Login as User Feature' and a 'Back to My Profile' button, followed by an 'SMS (Text Messaging)' section with a 'Status: OFF' indicator and an 'Update Preference' button. Below these are two expandable menu sections: 'Home' and 'My Accommodations'. The 'My Accommodations' section is expanded, showing a list of options: 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Course Syllabus', 'Alternative Testing', 'Alternative Formats', 'Notetaking Services' (highlighted with a red circle), 'My E-Form Agreements', and 'My Signup List'. A 'Logout' button is located at the bottom of the sidebar. The main panel shows an 'OVERVIEW' section with an 'AVAILABLE SIGNUP SHEET' and a '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 a system update. Further down is a 'LIST ACCOMMODATIONS FOR FALL 2021' section with a search bar and a 'Refine Search' button. The search results show '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 a Peer Notetaker in the AIM STUDENT PORTAL

Step 5: You can change your preference to remain anonymous to your peer notetaker or allow your peer notetaker to know who you are.

Welcome Forest Gump! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

**PURDUE UNIVERSITY
FORT WAYNE**

My Dashboard

Home > My Dashboard > Notetaking Services

NOTETAKING SERVICES

Previous Term Term: Fall 2021 Next Term

My Preference

Hide My Name from Notetaker: **No** (circled in red)

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

Update Your 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
- > Notetaking Services
- > My Documents
- > My E-Form Agreements
- > My Signup List

Logout

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

Log Out

DAC LIVE 024.024 - Dac Live Tutorial 024

Please Confirm Your Notetaking Services Request

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

DACLIVE 023.023 - Dac Live Tutorial 023

Please Confirm Your Notetaking Services Request

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

DACLIVE 1011.1 - Dac Live Tutorial 1

Notes for this class are not arranged by DAC office.

Reason: **Notes Not Needed**

Questions? Contact Us!

Please contact our office if you have any questions regarding the notetaker assignment in your class.

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

How to Request a Peer Notetaker in the AIM STUDENT PORTAL

Step 6: You can confirm what courses you would like to receive notes in.

If there is not an option to receive notes, that means your course does not require notes.

You will also be able to see if a notetaker has been assigned to the class or not.

Welcome Forest Gump! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

PURDUE UNIVERSITY FORT WAYNE

My Dashboard

Home >> My Dashboard >> Notetaking Services

NOTETAKING SERVICES

SYSTEM UPDATE IS SUCCESSFUL
The system has successfully processed your request.

Previous Term Term: Fall 2021 Next Term

My Preference

Hide My Name from Notetaker: No Yes
Note: Select Yes if you prefer not to release your name to notetakers.

Update Your Preference

DACLIVE 024.024 - Dac Live Tutorial 024

No Notetaker has Been Assigned to this Class - Your request for a copy of class notes is being processed.

DACLIVE 023.023 - Dac Live Tutorial 023

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

DACLIVE 1011.1 - Dac Live Tutorial 1

Notes for this class are being arranged by DAC office.
Reason: Notes Not Needed

Questions? Contact Us!
Please contact our office if you have any questions regarding the notetaker assignment in your class.

Disability Access Center
Purdue University Fort Wayne
Walk Student Union, Room 113

Logout

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

Log Out

How to Request a Peer Notetaker in the AIM STUDENT PORTAL

Step 7: Once a notetaker has been assigned and notes have been uploaded to a course, you will have access to the notes by clicking on “Available Note(s) for Download (Click to Expand).”

The screenshot displays the AIM Student Portal interface. It features three course sections, each with a header bar and a list of notetakers below it. The first section is for 'COMM 35852.002 - Intercultural Communication'. Underneath, it lists two notetakers. The first notetaker's name is 'Confidential - Contact Office If You Have Any Questions or Concerns.' Below this name is a button labeled 'Available Note(s) for Download (Click to Expand)', which is circled in red. The second notetaker's name is 'Confidential - Contact Office If You Have Any Questions or Concerns (Notetaker Cancelled)', with a corresponding button below it. The second section is for 'CPHY 80299.002 - Dissertation II', which includes a message: 'Your accommodation request is being reviewed for approval.' The third section is for 'SPAN 18202.005 - Elementary Spanish II', listing one notetaker with the name 'Confidential - Contact Office If You Have Any Questions or Concerns.' and a button labeled 'Available Note(s) for Download (Click to Expand)'.

How to Request a Peer Notetaker in the AIM STUDENT PORTAL

Step 8: You can download each set of notes by clicking **DOWNLOAD NOTE**.

COMM 35852.002 - Intercultural Communication

List of Notetaker(s):

- Name: **Confidential - Contact Office If You Have Any Questions or Concerns.**
[Available Note\(s\) for Download \(Click to Expand\)](#)
 - Notes for Week 6 (Friday) [Download Note](#)
File Name: (0213P3T) mynotes.docx
File Size: **12 KB** Uploaded on: Wednesday, February 13, 2019 at 03:16:14 PM
 - Test [Download Note](#)
File Name: (0107ECT) traffic.txt
File Size: **4 KB** Uploaded on: Friday, January 06, 2017 at 10:16:36 PM
 - Test File [Download Note](#)
File Name: (0623RGV) Harper.txt
File Size: **9 KB** Download Count: **3** **Last Download:** Monday, February 22, 2016 at 01:48:13 PM
- Name: **Confidential - Contact Office If You Have Any Questions or Concerns (Notetaker Cancelled).**
[Available Note\(s\) for Download \(Click to Expand\)](#)

CPHY 80299.002 - Dissertation Ti

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
- Phone: 260-481-6657
- Location: Walb Student Union, Room 113