Students request their accommodations at the beginning of a semester. Faculty members are required to acknowledge these accommodations. Scan QR code for 2-minute 'how-to' steps.

**LOG INTO AIM WITH YOUR FACULTY UNI**

Log into AIM using your UNI.

**CONTINUE TO VIEW STUDENT ACCOMMODATIONS**

Towards the bottom of the screen you'll see a confidentiality statement to review. At the bottom click 'Continue to View Student Accommodations.'

You will be brought to a screen that lists the students in your course with accommodations. Click "View" all the way to the left of each students name to view and acknowledge their specific accommodations.
Students request their accommodations at the beginning of a semester. Faculty members are required to acknowledge these accommodations. Scan QR code for 2-minute 'how-to' steps.

**ACKNOWLEDGING STUDENT’S ACCOMMODATION PLANS**

**REVIEW AND ACKNOWLEDGE ACCOMMODATIONS**

The student's accommodations will be outlined. (Certain accommodations such as disability-related absences may require further action after acknowledgement is submitted. View our other guidess for more information.) Once reviewed, click 'Submit Acknowledgement Electronically.' This process will need to be repeated for each student in your course who has accommodations.

**CONFIRMATION OF ACKNOWLEDGEMENT**

A 'System Update Successful' message will appear when accommodations are confirmed to be acknowledged. Please note that students with testing accommodations and/or disability-related absences will require further steps. Please view those steps within the AIM module. Students will be notified when their accommodations have been acknowledged.