Exploring the Faculty AIM Portal

This guide provides text-based guidance on how to access your Faculty AIM portal. This guide is intended for faculty working with students registered with Disability Resources. Accessible Information Management (AIM) is an integrated database solution adopted by Disability Resources in 2023. It allows students to request and manage their accommodations and allows faculty to view student accommodation plans and other resources from a centralized location rather than by email or paper forms alone.

# Steps to Access the AIM Faculty Portal:

1. Navigate your web browser to the Disability Resources website at [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources).
2. Locate the two red buttons with white text on the left side under the navigation menus.
3. Click the “Faculty AIM Portal” button.
4. When directed enter your MyJaxState login credentials and login.
5. You will now be on your Student Portal Dashboard / Overview Page

# Navigating Your Portal:

There are several ways to navigate your portal. The most common will be through the left navigational boxes and using the navigational links in the top right of a page.

1. Left Navigation Menu:
   1. Overview: This takes you back to your landing page that provides a listing of students who have requested accommodations for the selected semester and any important notices.
   2. Course Syllabus: Provides an easy-to-access location to upload and view your course syllabi.
   3. Alternative Testing: Here you can complete the alternative testing accommodation agreements, upload and view exams, and manage testing accommodations.
   4. Alternative Formats: Here you will locate the list of alternative format requests for students in your courses for the selected semester.
   5. Log Out: In the Logout box, you will find a Log Out button for ease of use. Please log out of his system each time you complete your work or leave your workstation.
2. Top Navigational Links:
   1. Accommodation Requests: This link will take you to a searchable listing of accommodation requests made in courses which you are listed as an instructor.
   2. Search Student Eligibilities: This link provides you with a way to search the listing of students based on specific accommodation types.
   3. Add Instructor: This feature allows you to add additional instructors to courses where additional instructors need access.

# Steps for Viewing an Accommodation Requests:

1. After logging in and reaching your overview page, scroll down to the section labeled “List of Students Who Requested Accommodation.”
2. First, you will find a legend explaining the accommodation categories in the table list below.
3. Next you will come to a list of students who have submitted their IPP (Individualized Postsecondary Plan) letter to you.
4. To view a submitted IPP letter, click the “View” link on the left had side for the student you are interested in viewing.
5. If you need to email the student, you can do that from the listing by clicking the student’s name.

If you have any questions or need additional guidance, please contact us via email at [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu) or call us at 256-782-8380.