Viewing Accommodation Letters / IPPs

This guide provides text-based guidance on how to view accommodation letters or IPPs (Individualized Postsecondary Plans) using AIM. 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. This feature is one of the best and most popular features of the system. With the system a new, easier to follow format to the accommodation letter has been released.

# 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

# 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.

# Anatomy of the Accommodation Letter/IPP:

* **Header Information**: At the top of the letter, you will find the title of the course and the semester of the course which is impacted. You will also find the date the letter is being viewed.
* **Introduction:** This section has the student’s name, ID number, the course that the student is enrolled in, and the notice stating the student is approved for academic accommodations in your course.
* **Rights and Responsibilities:** This box provides us with some general reminders of some rights and responsibilities as it pertains to the accommodation letter/request.
* **Accommodations:** This section provides the list of accommodation that the student is approved to receive, and they have requested for your course. This list now includes a description of the accommodations and links for helpful guides on working with those accommodations.
* **Additional Notifications: If a student has additional notifications specific to them (e.g., emergency evacuations or what to do in an emergency), they will be specified under the accommodations section.**
* **Syllabus Upload:** In this box, there is information hon how to upload your course syllabus to assist our office in providing guidance on implementation of the accommodations and who to contact for questions.
* **Additional Resources:** At the end of the letter are links to excellent internal and external resources on providing services and accommodations to students with disabilities.
* **History:** Under the letter is the request history. This history is a summary of the accommodation requests for this student on a specific course.

# Using the Advanced Search Panel:

1. **Advanced Search by Course**
	1. Navigate to your portal’s overview page.
	2. Click the grey box with white riding that states “Click to Show Advances Search Panel.”
	3. Enter your search criteria and how you want the information sorted.
	4. Click Search.
2. **Advanced Search by Student Eligibility:**
	1. Click the “Search Students’ Eligibilities” link in the top right of the page.
	2. Click the grey box with white riding that states “Click to Show Advances Search Panel.”
	3. Enter your search criteria and how you want the information sorted.
	4. Click Search.

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