Housing Reference

Using Accessible Learning Management (AIM)

Viewing and Managing Accommodations

JACKSONVILLE STATE UNIVERSITY

Office of Disability Resources
2nd Floor Houston Cole Library
P: 256-782-8380
E: disabilityresources@jsu.edu
O: www.jsu.edu/disabilityresources

the FRIENDLIEST CAMPUS in the SOUTH

What is AIM?

- Accessible Learning Management (AIM) is the database solution adopted by Disability Resources in 2023.
- Manages academic, housing, and meal accommodations for students with disabilities.
- Students utilize AIM to request accommodations, send accommodation letters (IPPs) for courses, and access other areas of support.
- It allows identified housing staff to view student accommodation plans and review these requests in a centralized location rather than by email or paper forms alone.

This guide covers...

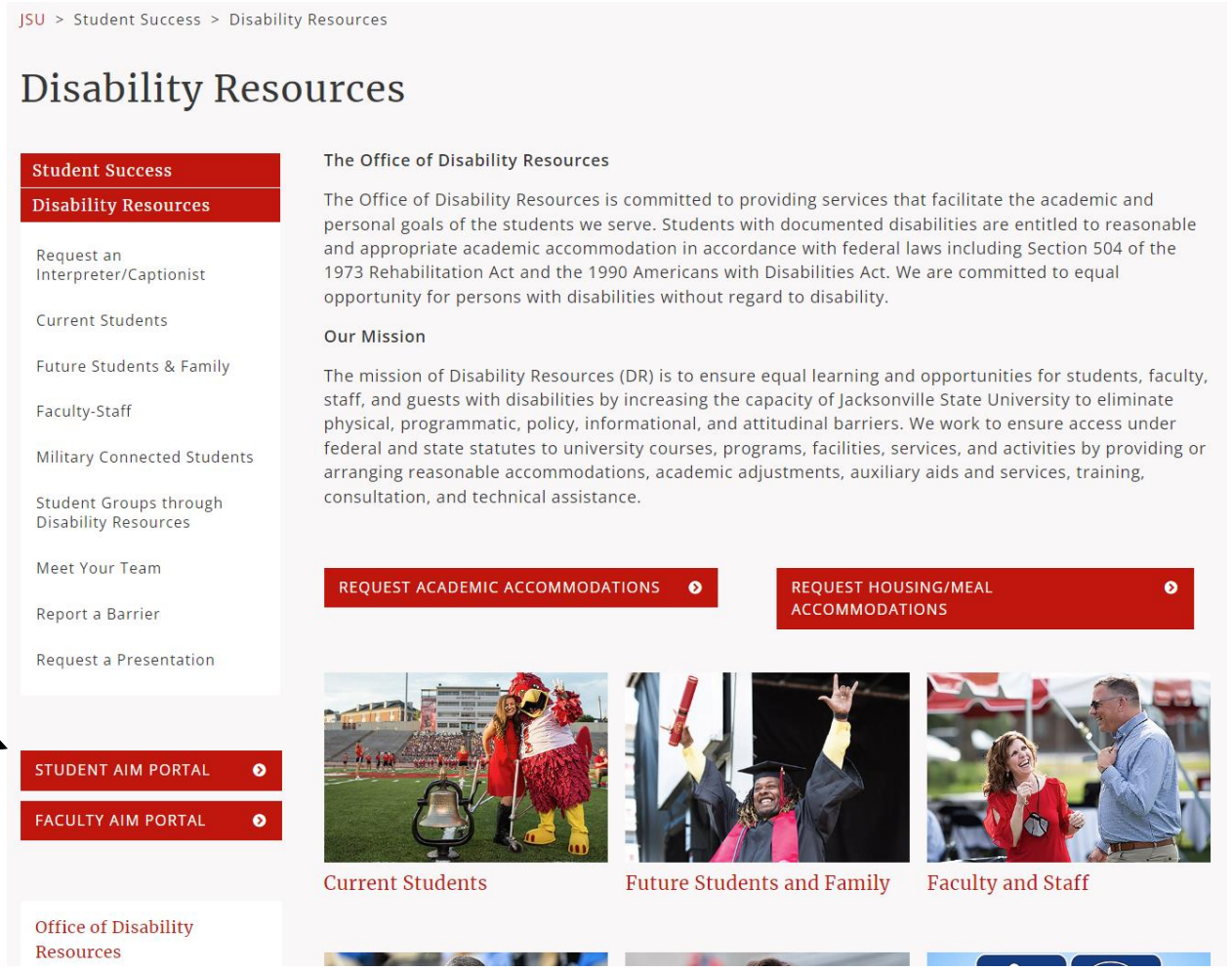
- Viewing and navigating the list of housing accommodations.
- Viewing accommodation details on individual students.
- Housing staff adding notes.
- Export housing accommodation lists.

Note: What you see in this portal may differ slightly from what is shown due to what access level you have been granted.

Accessing Your Housing Portal

Website: Visit the Disability Resources website at www.jsu.edu/disabilityresources

AIM Portal Button: Locate the two AIM Portal buttons under the left navigation menu. Click the red button with white text that states, “Student AIM Portal”.



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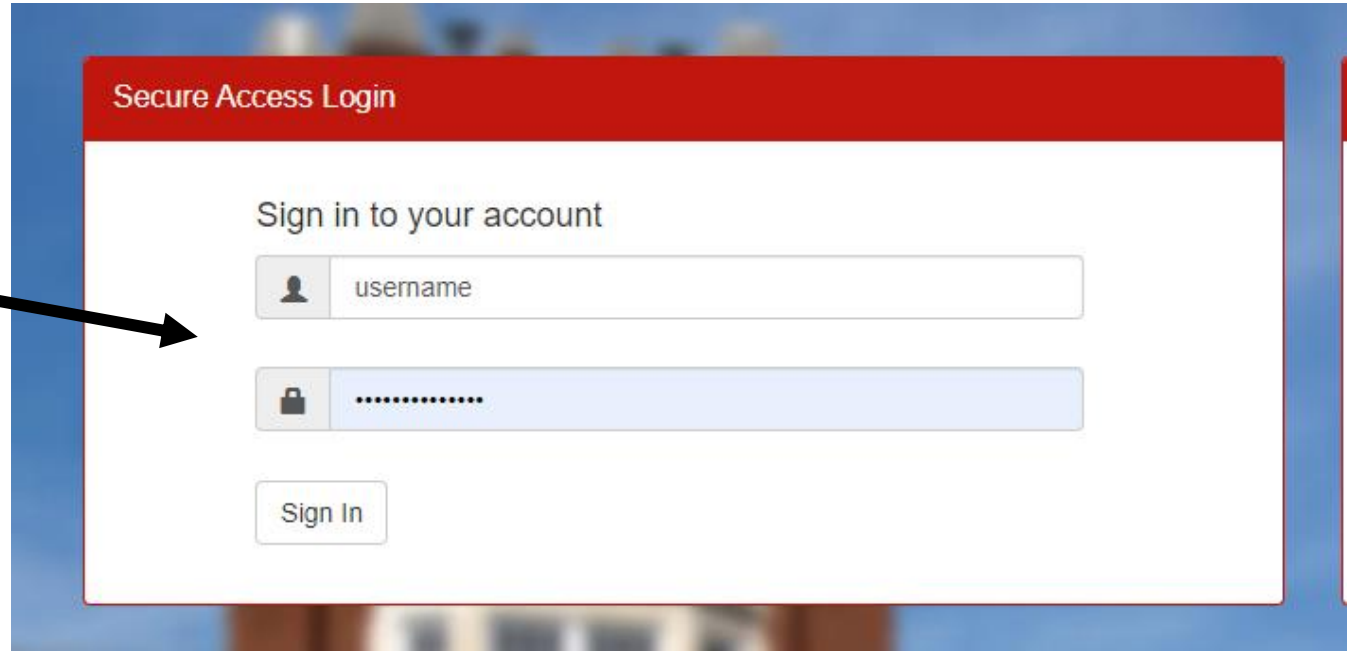
Logging Into Your Portal

Login to MyJaxState: You will then be directed to a login screen requesting you to login using your MyJaxState login credentials.



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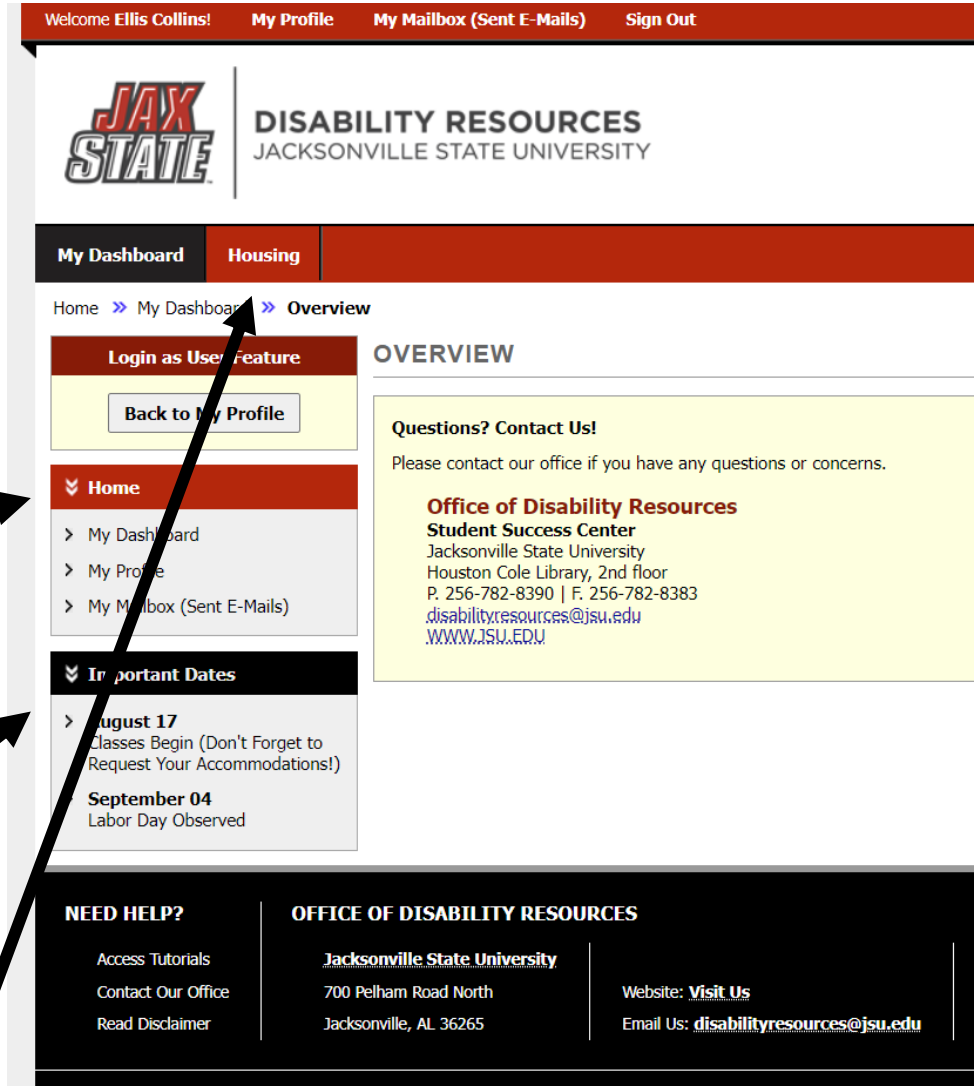
Overview / Landing Page

Overview: After logging in you will be on your overview page.

Main Navigation: There is one primary navigation which you will see as you login before you access the Housing module.

- My Dashboard will take you back to this screen.
- My Profile is your user profile which you can customize within limitations
- My Mailbox contains a repository of any messages sent to you via AIM. This will not contain those which were sent to the JSU Housing account.

Important Dates: This lists the dates that impact operations in Disability Resources.



Housing: To access the housing accommodations area, click “Housing” in the top red navigational bar.

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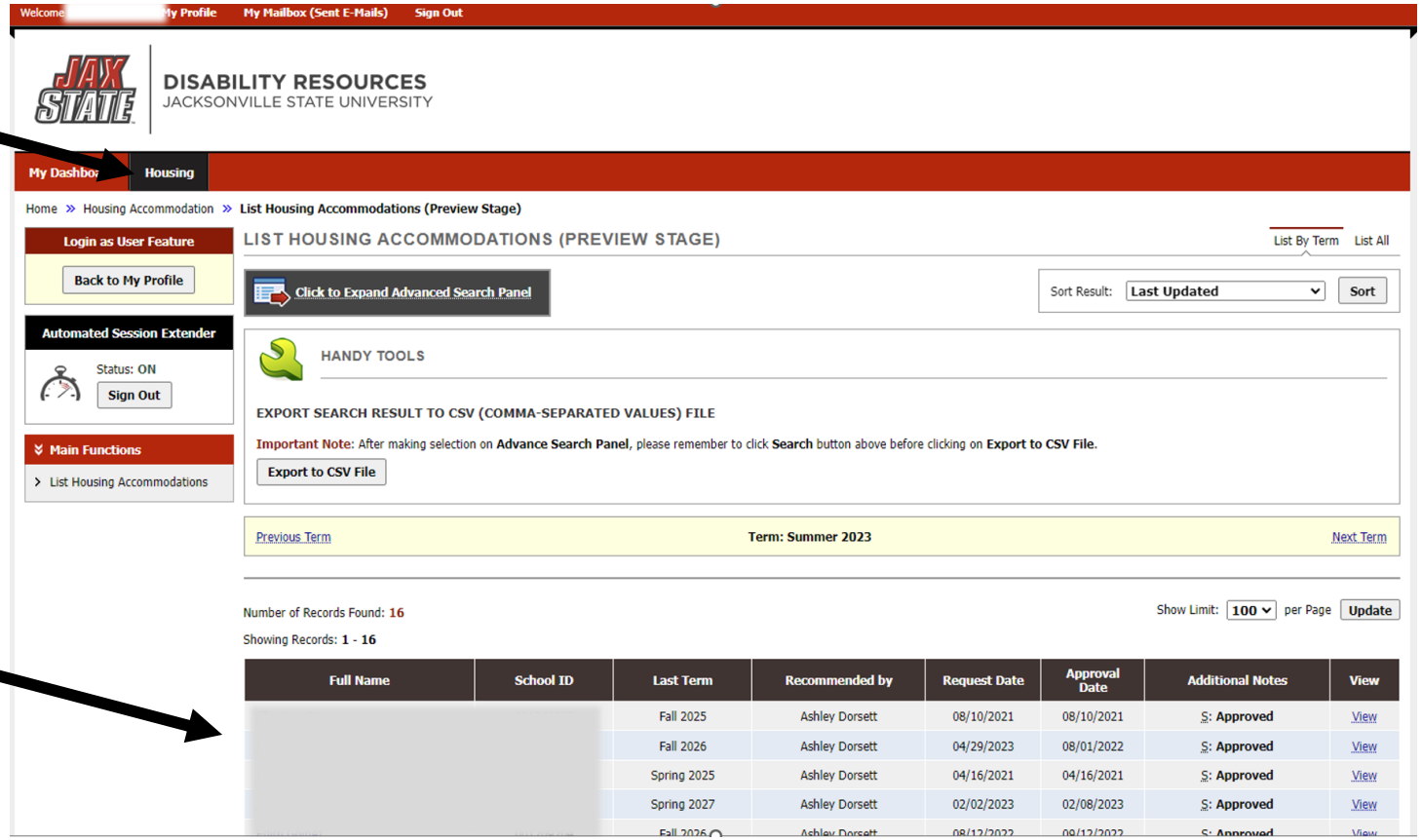
View Student Listing

Student Listing: This page provides you access to the list of students who have requested housing and meal accommodations. You can return to this list by clicking “Housing” at any time.

Listing: This is the location of the listing of students for the semester we have selected. We will explore this in more detail on the next slide



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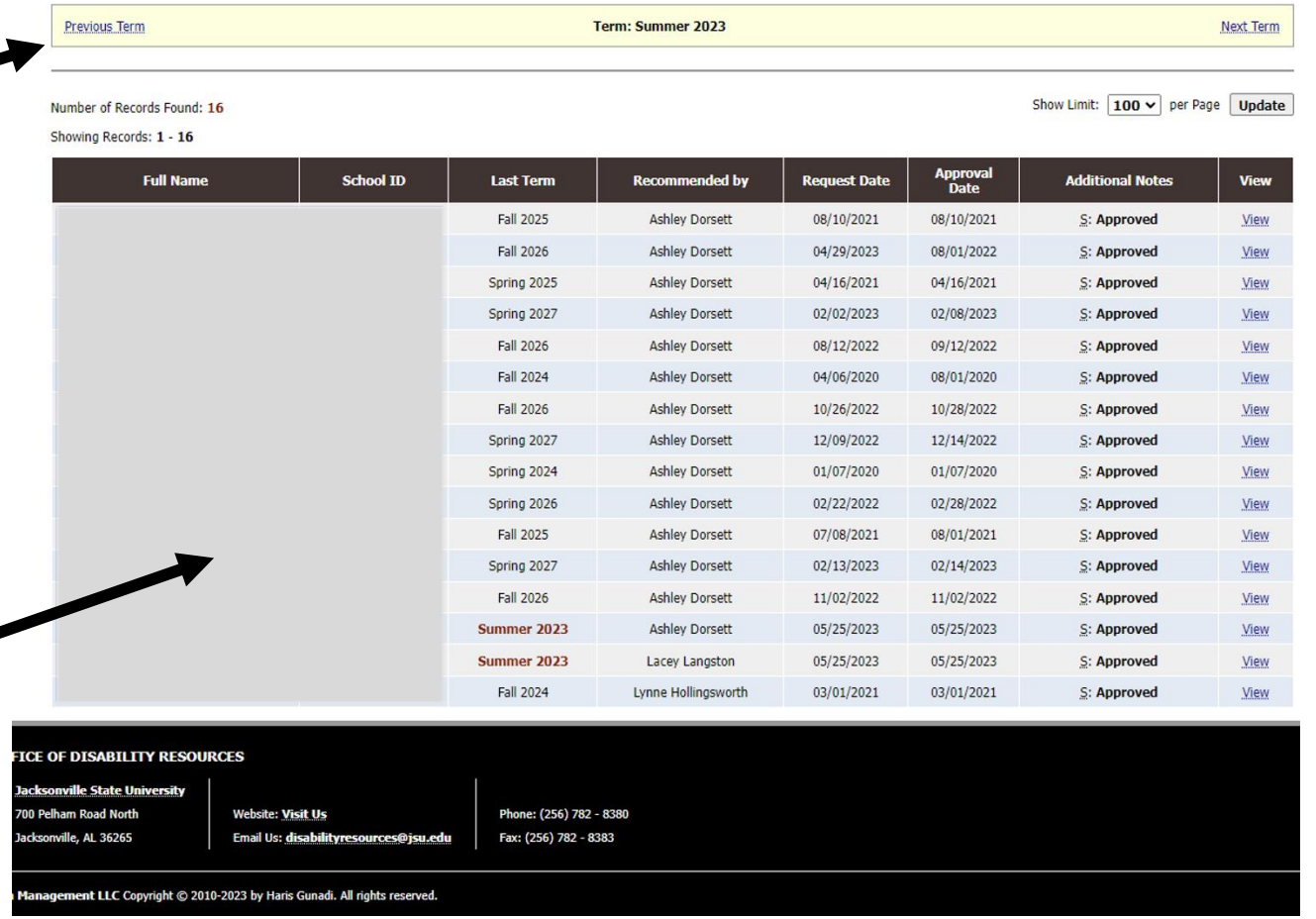
Student Listing Details

Selected Semester: It should default as the current semester. If you need to navigate to future or past semesters you can click “next term” or “previous term” respectively.

Listing Details: In the far left column the is the student’s full name listed as first name last name. This information along with the school ID have been redacted for this guide.
Next is the student ID which is self explanatory. The third column is the “Last Term” This is when the housing accommodation is set to expire. Some may be approved for long term accommodations which will be available for the time they are at JSU while others may only have accommodations for a semester or two depending on their individual conditions and circumstances. If the semester we are currently in is the last semester you will see it highlighted in **BOLD RED** font as we see with the 2nd and third one from the bottom.



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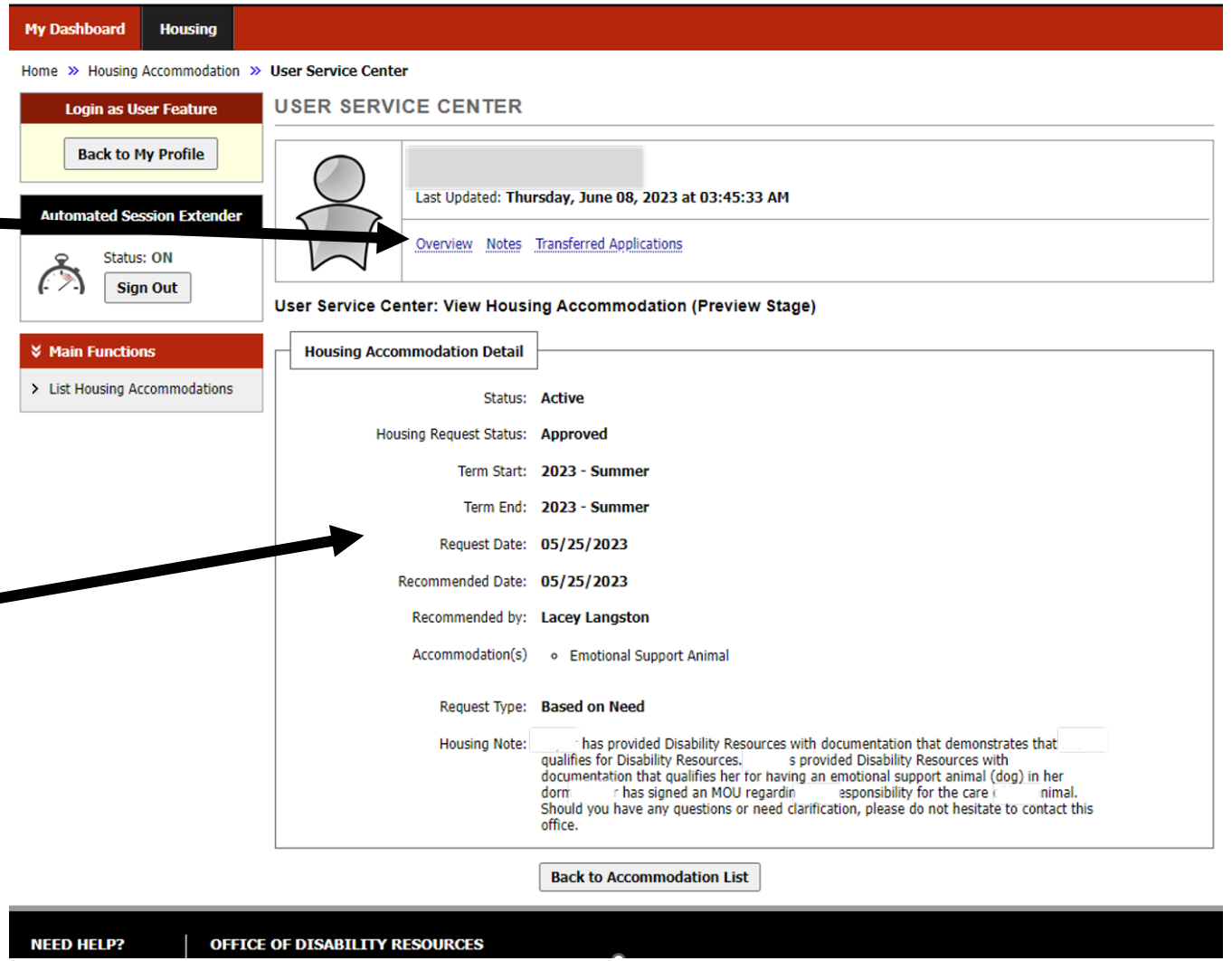
Housing Accommodations

Additional Actions: Under the student name and last updated date, there are three links. Overview which we will explore next, notes which is a place to document encounters, and Transferred Applications which provides an application history.

Accommodation 'Letter': Under 'Housing Accommodation Detail' we locate the contents of a traditional housing accommodation letter. This will provide you with the status of the request, the time period the accommodation is valid once approved, the date the status/recommendation was made, and the list of accommodations.



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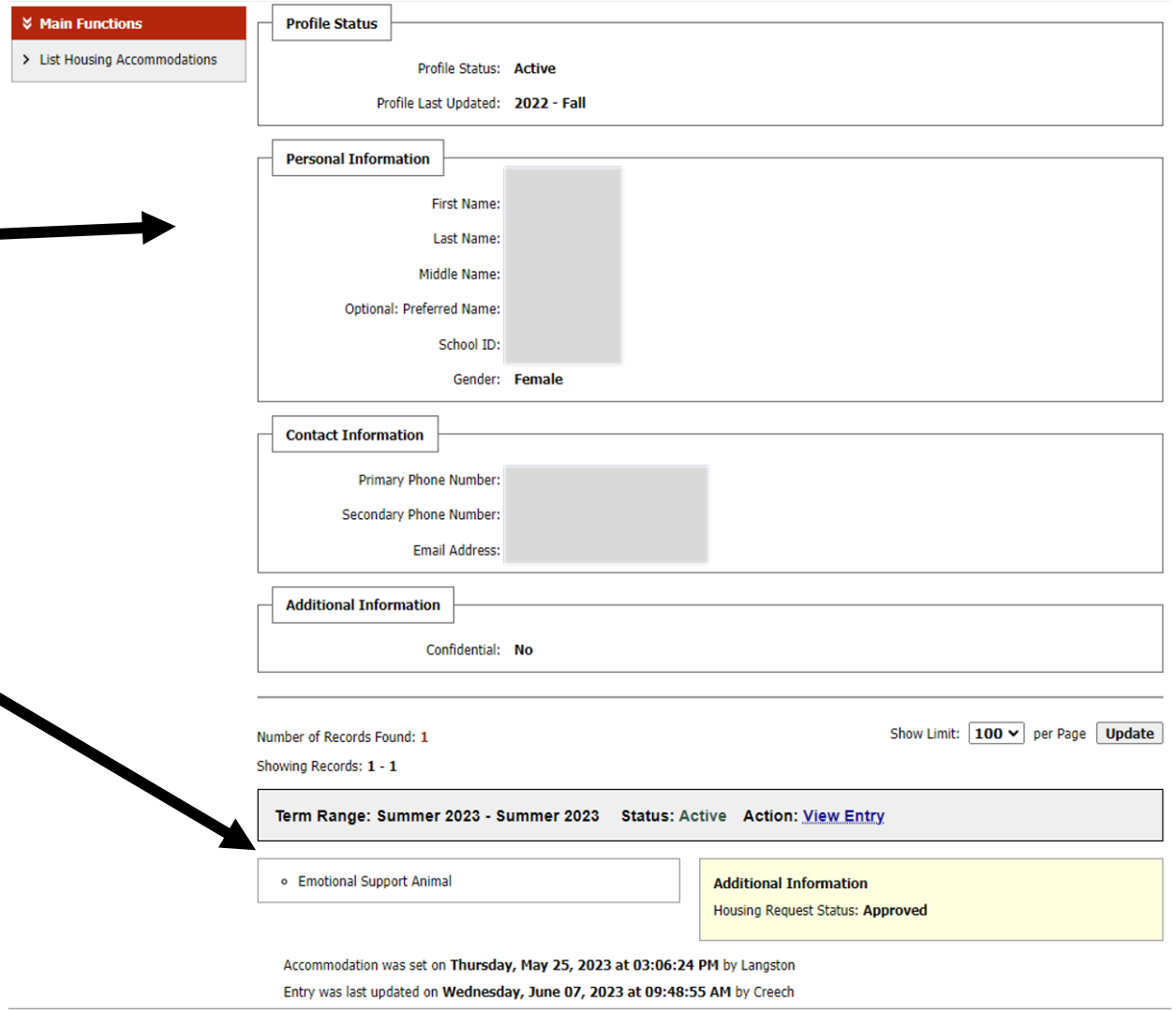
Student Profile Overview

Student Overview: This section provides us with the student's status, when their profile was last updated, personal information, and contact information.

Housing Accommodation History: At the bottom of the overview page, you will find the full accommodation history for a student in the AIM system and if those accommodations are Active or Inactive.



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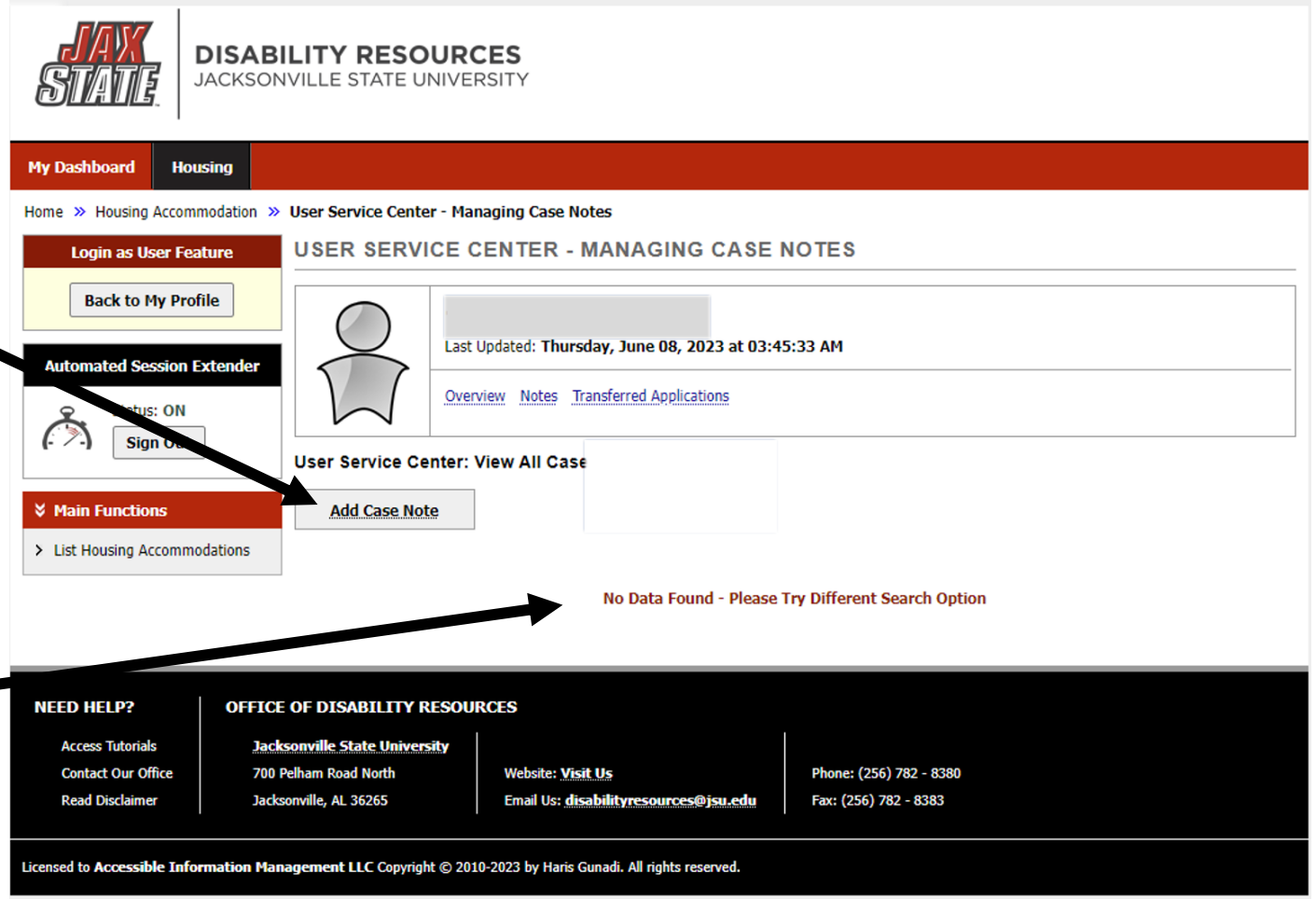
Capturing Notes / Documentation

Notes: If you need to document in the DR record something regarding the student/accommodations, you can do this by clicking “Add Case Note”. If it is an urgent matter, please call us directly as the system will not notify us a new note has been entered. If you want to see a listing of notes entered by housing be sure to select “UH-Housing Note (Viewable by Housing Staff)” as a case note type. If you do not select this type, the note will still be recorded, but will not be available to housing staff to view.

Note Listing: Any notes recorded with an “UH” note type will be listed here once saved.



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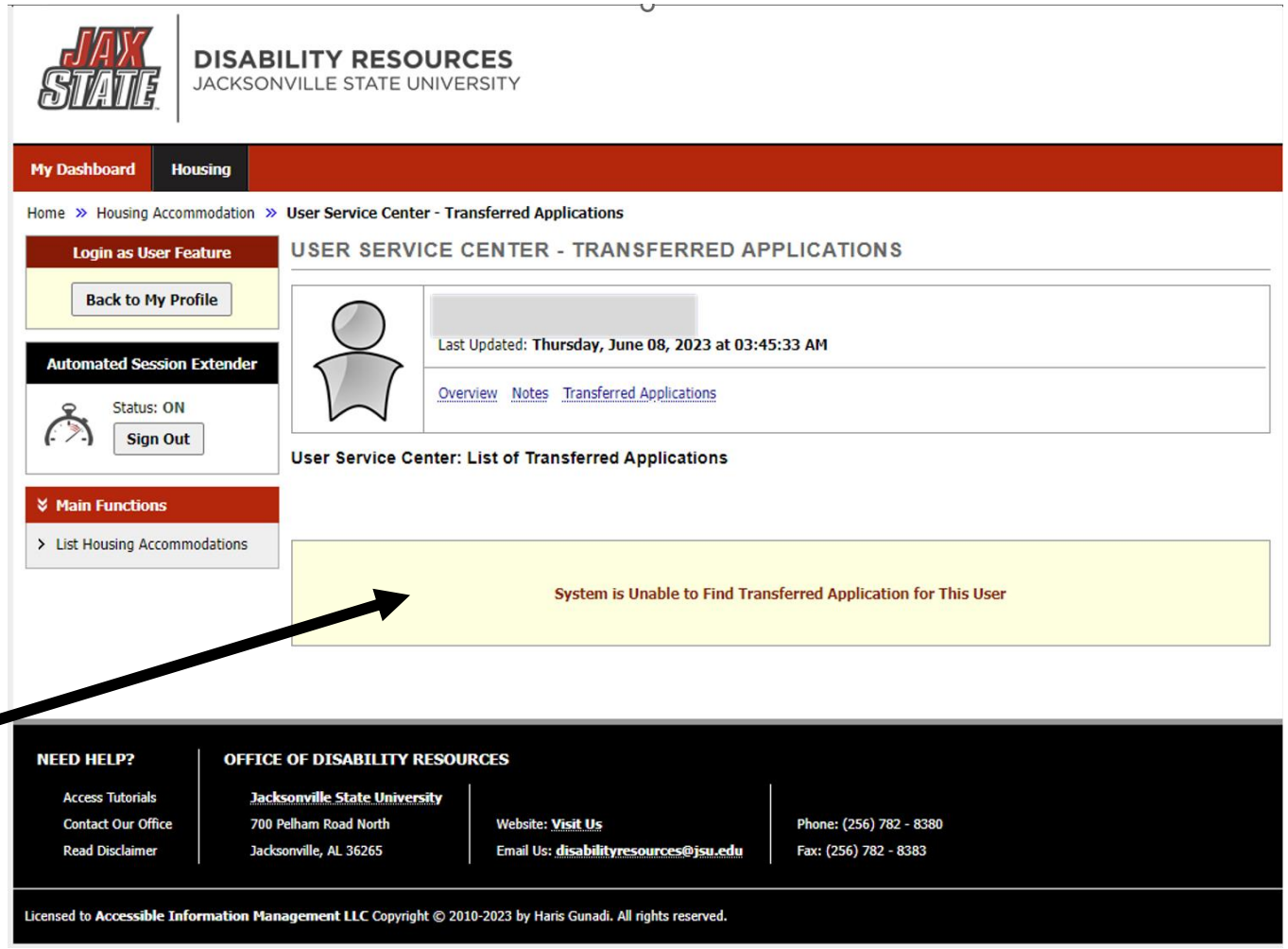
Transferred Applications

Applications: This screen lists multiple or duplicate applications submitted by a user for housing accommodations. This could include those that graduated from JSU and later came back and sought accommodations during both enrollments, for example. In this example, the student has no other applications in the AIM system.



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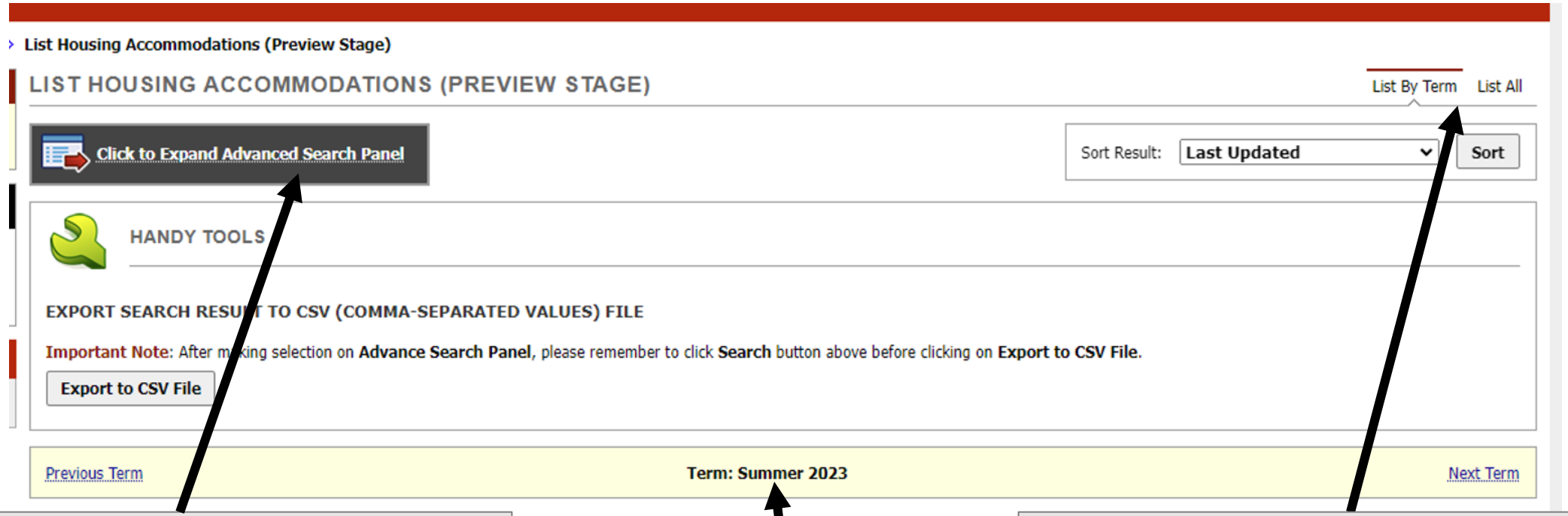
Navigating the Accommodation Listing



Advanced Search: You may want to narrow your search by accommodation type, name, etc. To do this, click the dark grey "Expand Advanced Search Panel" link. (More on next page)

List All: If you wish to have a full listing of students, not separated by semester, you can click the "List All" link.

Selected Semester: The system will default to the current, active semester of enrollment. If you need to view future or prior semesters you can click the "Next Term" and "Previous Term" links in this bar respectively.

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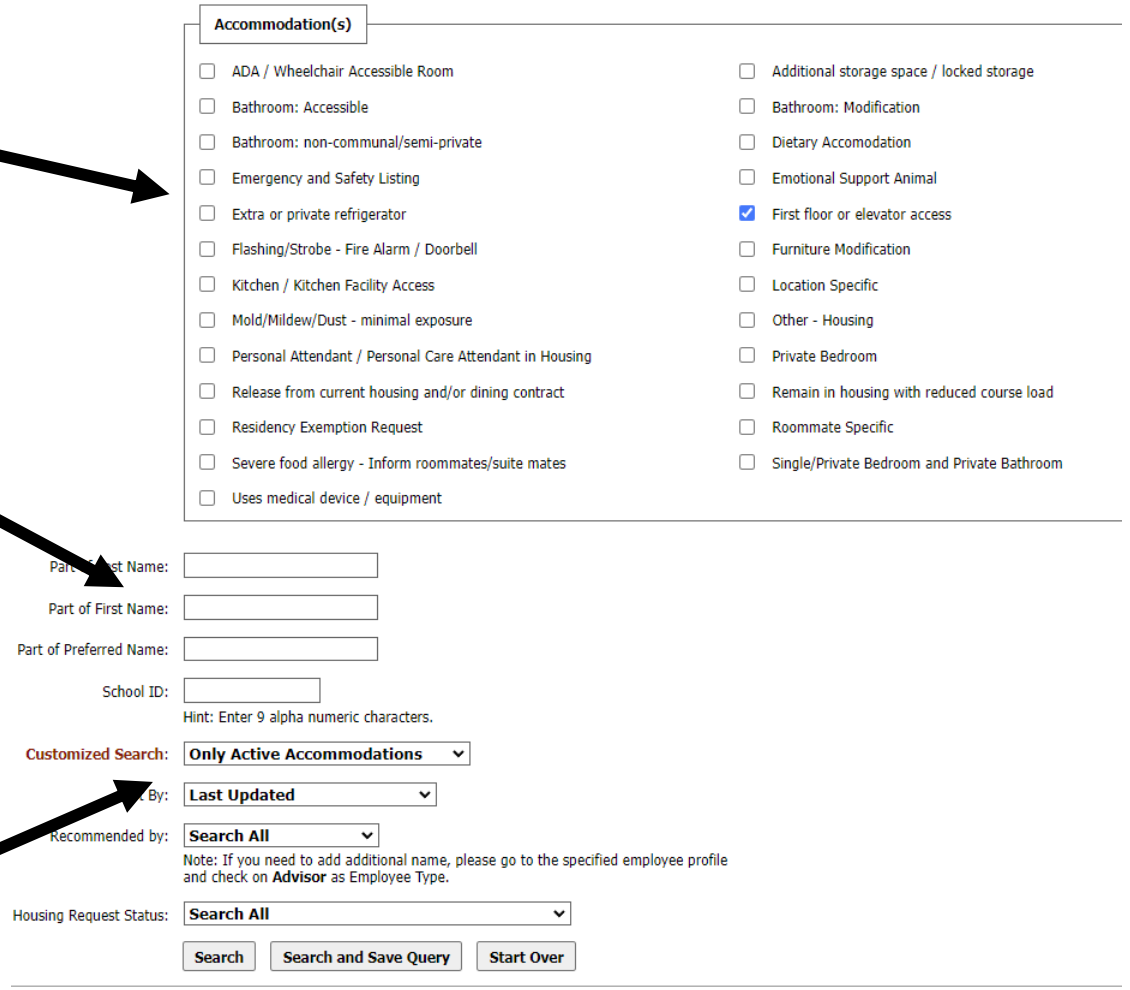
Using the Advanced Search Function

Accommodations: Whether you are in a Semester view or the View All view, you can narrow your search by accommodation type.

Student Information: You can also narrow your search to a specific student by entering all or partial information about their name or by entering their JSU ID number.

Additional Options: If you need to narrow your searches further you can look for active/inactive accommodations, sort by specific methods, or search by who made the accommodation recommendation.



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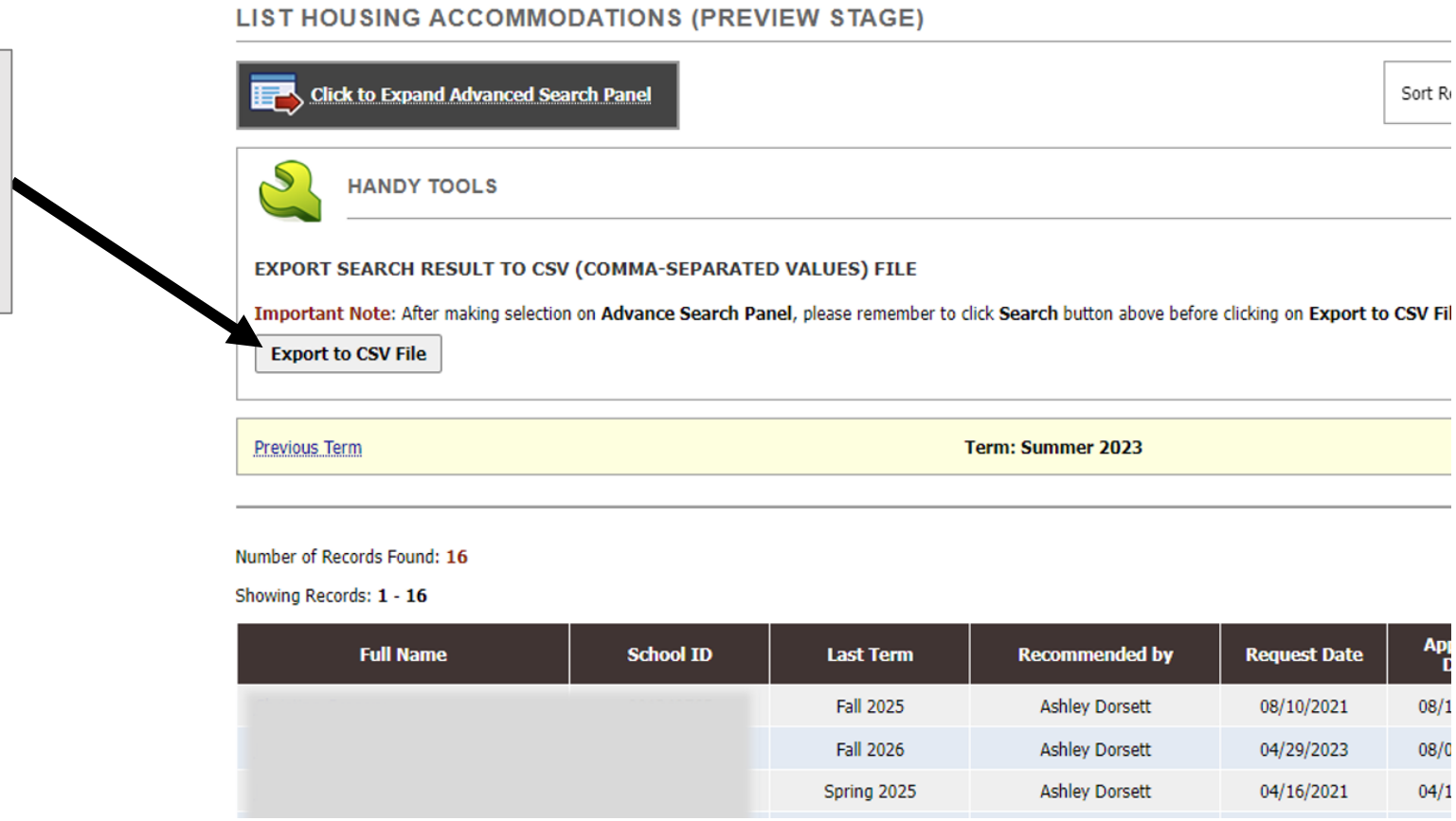
Exporting the Current View

Export: There may be times that you need the listing in CSV format run data or import into your housing software. You will only be able to export your current search view (listed below). When ready to export, click “Export to CSV file”.



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Need assistance?

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We are also available for your unit meetings or provide one-on-one assistance.

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