

Housing Reference

Using Accessible Learning Management (AIM)

Viewing and Managing Accommodations



JACKSONVILLE STATE UNIVERSITY

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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".

JSU > Student Success > Disability Resources

Disability Resources

Student Success

Disability Resources

- Request an Interpreter/Captionist
- Current Students
- Future Students & Family
- Faculty-Staff
- Military Connected Students
- Student Groups through Disability Resources
- Meet Your Team
- Report a Barrier
- Request a Presentation

STUDENT AIM PORTAL

FACULTY AIM PORTAL

Office of Disability Resources

The Office of Disability Resources


The Office of Disability Resources is committed to providing services that facilitate the academic and personal goals of the students we serve. Students with documented disabilities are entitled to reasonable and appropriate academic accommodation in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act. We are committed to equal opportunity for persons with disabilities without regard to disability.

Our Mission

The mission of Disability Resources (DR) is to ensure equal learning and opportunities for students, faculty, staff, and guests with disabilities by increasing the capacity of Jacksonville State University to eliminate physical, programmatic, policy, informational, and attitudinal barriers. We work to ensure access under federal and state statutes to university courses, programs, facilities, services, and activities by providing or arranging reasonable accommodations, academic adjustments, auxiliary aids and services, training, consultation, and technical assistance.

REQUEST ACADEMIC ACCOMMODATIONS

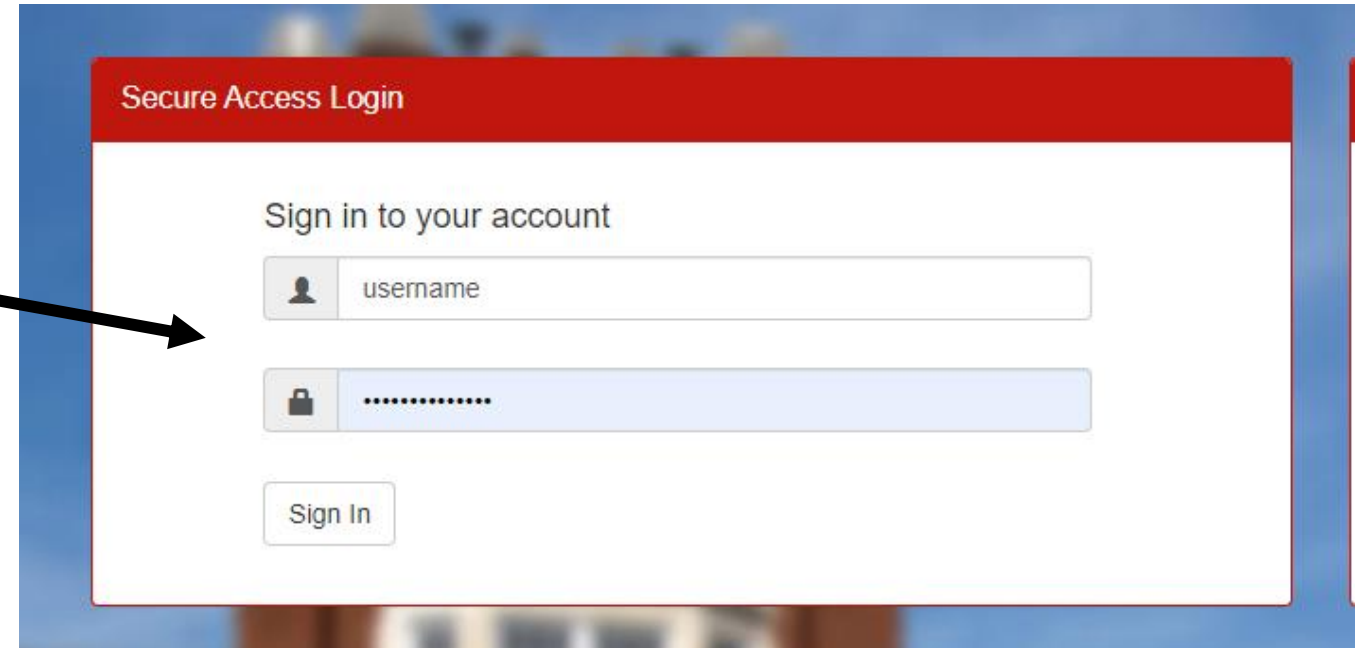
REQUEST HOUSING/MEAL ACCOMMODATIONS



Current Students **Future Students and Family** **Faculty and Staff**

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.



The screenshot shows a login interface with a red header bar containing the text "Secure Access Login". Below the header, the text "Sign in to your account" is displayed. There are two input fields: the first is for the username, with a person icon on the left and the text "username" inside; the second is for the password, with a lock icon on the left and a series of dots representing the masked password. Below the input fields is a "Sign In" button.

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.

The screenshot shows the user interface for the Disability Resources Overview page. At the top, a red navigation bar contains the text "Welcome Ellis Collins!", "My Profile", "My Mailbox (Sent E-Mails)", and "Sign Out". Below this is the JAX STATE logo and the text "DISABILITY RESOURCES JACKSONVILLE STATE UNIVERSITY". A secondary navigation bar highlights "My Dashboard" and "Housing". The main content area includes a breadcrumb trail "Home >> My Dashboard >> Overview", a "Login as User Feature" section with a "Back to My Profile" button, a "Home" section with links to "My Dashboard", "My Profile", and "My Mailbox (Sent E-Mails)", and an "Important Dates" section listing "August 17 Classes Begin (Don't Forget to Request Your Accommodations!)" and "September 04 Labor Day Observed". On the right, an "OVERVIEW" section contains a "Questions? Contact Us!" notice and contact information for the Office of Disability Resources. At the bottom, a dark footer contains "NEED HELP?" links, "OFFICE OF DISABILITY RESOURCES" contact details, and the JSU logo.

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

The screenshot displays the 'List Housing Accommodations (Preview Stage)' page on the Jacksonville State University Disability Resources website. The page features a navigation bar at the top with links for 'Welcome', 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. The main header includes the 'JAX STATE' logo and 'DISABILITY RESOURCES JACKSONVILLE STATE UNIVERSITY'. The sidebar contains 'My Dashboard' and 'Housing' tabs, with 'Housing' selected. The main content area shows the title 'LIST HOUSING ACCOMMODATIONS (PREVIEW STAGE)' and a 'Sort Result: Last Updated' dropdown menu. Below this is a 'HANDY TOOLS' section with an 'Export to CSV File' button and an 'Important Note' about the search process. A table of student records is displayed, showing columns for Full Name, School ID, Last Term, Recommended by, Request Date, Approval Date, Additional Notes, and View. The table lists five records for the Summer 2023 term, all recommended by Ashley Dorsett and approved on various dates. The page also includes a 'Previous Term' and 'Next Term' navigation bar and a 'Show Limit: 100 per Page' dropdown menu.

Full Name	School ID	Last Term	Recommended by	Request Date	Approval Date	Additional Notes	View
		Fall 2025	Ashley Dorsett	08/10/2021	08/10/2021	S: Approved	View
		Fall 2026	Ashley Dorsett	04/29/2023	08/01/2022	S: Approved	View
		Spring 2025	Ashley Dorsett	04/16/2021	04/16/2021	S: Approved	View
		Spring 2027	Ashley Dorsett	02/02/2023	02/08/2023	S: Approved	View
		Fall 2026	Ashley Dorsett	08/12/2022	08/12/2022	S: Approved	View

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.

Full Name	School ID	Last Term	Recommended by	Request Date	Approval Date	Additional Notes	View
		Fall 2025	Ashley Dorsett	08/10/2021	08/10/2021	S: Approved	View
		Fall 2026	Ashley Dorsett	04/29/2023	08/01/2022	S: Approved	View
		Spring 2025	Ashley Dorsett	04/16/2021	04/16/2021	S: Approved	View
		Spring 2027	Ashley Dorsett	02/02/2023	02/08/2023	S: Approved	View
		Fall 2026	Ashley Dorsett	08/12/2022	09/12/2022	S: Approved	View
		Fall 2024	Ashley Dorsett	04/06/2020	08/01/2020	S: Approved	View
		Fall 2026	Ashley Dorsett	10/26/2022	10/28/2022	S: Approved	View
		Spring 2027	Ashley Dorsett	12/09/2022	12/14/2022	S: Approved	View
		Spring 2024	Ashley Dorsett	01/07/2020	01/07/2020	S: Approved	View
		Spring 2026	Ashley Dorsett	02/22/2022	02/28/2022	S: Approved	View
		Fall 2025	Ashley Dorsett	07/08/2021	08/01/2021	S: Approved	View
		Spring 2027	Ashley Dorsett	02/13/2023	02/14/2023	S: Approved	View
		Fall 2026	Ashley Dorsett	11/02/2022	11/02/2022	S: Approved	View
		Summer 2023	Ashley Dorsett	05/25/2023	05/25/2023	S: Approved	View
		Summer 2023	Lacey Langston	05/25/2023	05/25/2023	S: Approved	View
		Fall 2024	Lynne Hollingsworth	03/01/2021	03/01/2021	S: Approved	View

OFFICE OF DISABILITY RESOURCES

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700 Pelham Road North
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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.

My Dashboard | Housing

Home » Housing Accommodation » User Service Center

USER SERVICE CENTER

Login as User Feature

Back to My Profile

Automated Session Extender

Status: ON

Sign Out

Main Functions

List Housing Accommodations

Last Updated: Thursday, June 08, 2023 at 03:45:33 AM

Overview | Notes | Transferred Applications

User Service Center: View Housing Accommodation (Preview Stage)

Housing Accommodation Detail

Status: Active

Housing Request Status: Approved

Term Start: 2023 - Summer

Term End: 2023 - Summer

Request Date: 05/25/2023

Recommended Date: 05/25/2023

Recommended by: Lacey Langston

Accommodation(s): Emotional Support Animal

Request Type: Based on Need

Housing Note: [redacted] has provided Disability Resources with documentation that demonstrates that [redacted] qualifies for Disability Resources. [redacted] s provided Disability Resources with documentation that qualifies her for having an emotional support animal (dog) in her dorm. [redacted] has signed an MOU regarding responsibility for the care ([redacted] nimal. Should you have any questions or need clarification, please do not hesitate to contact this office.

Back to Accommodation List

NEED HELP? | OFFICE OF DISABILITY RESOURCES

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.

Navigation: **Main Functions** > List Housing Accommodations

Profile Status
Profile Status: **Active**
Profile Last Updated: **2022 - Fall**

Personal Information
First Name: [Redacted]
Last Name: [Redacted]
Middle Name: [Redacted]
Optional: Preferred Name: [Redacted]
School ID: [Redacted]
Gender: **Female**

Contact Information
Primary Phone Number: [Redacted]
Secondary Phone Number: [Redacted]
Email Address: [Redacted]

Additional Information
Confidential: **No**

Number of Records Found: 1 Show Limit: **100** per Page **Update**
Showing Records: 1 - 1

Term Range: Summer 2023 - Summer 2023 Status: **Active** Action: [View Entry](#)

◦ Emotional Support Animal

Additional Information
Housing Request Status: **Approved**

Accommodation was set on **Thursday, May 25, 2023 at 03:06:24 PM** by Langston
Entry was last updated on **Wednesday, June 07, 2023 at 09:48:55 AM** by Creech

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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My Dashboard | Housing

Home >> Housing Accommodation >> User Service Center - Managing Case Notes

USER SERVICE CENTER - MANAGING CASE NOTES

Login as User Feature
Back to My Profile

Automated Session Extender
Status: ON
Sign Out

Main Functions
> List Housing Accommodations

User Service Center: View All Case
Add Case Note

Last Updated: Thursday, June 08, 2023 at 03:45:33 AM
Overview | Notes | Transferred Applications

No Data Found - Please Try Different Search Option

NEED HELP?
Access Tutorials
Contact Our Office
Read Disclaimer

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Transferred Applications

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[My Dashboard](#) | [Housing](#)

Home » [Housing Accommodation](#) » [User Service Center - Transferred Applications](#)

USER SERVICE CENTER - TRANSFERRED APPLICATIONS

Login as User Feature
[Back to My Profile](#)

Automated Session Extender
Status: ON
[Sign Out](#)

Main Functions
> [List Housing Accommodations](#)

Last Updated: Thursday, June 08, 2023 at 03:45:33 AM
[Overview](#) | [Notes](#) | [Transferred Applications](#)

User Service Center: List of Transferred Applications

System is Unable to Find Transferred Application for This User

NEED HELP?
[Access Tutorials](#)
[Contact Our Office](#)
[Read Disclaimer](#)

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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.

Navigating the Accommodation Listing

The screenshot shows a web interface for listing housing accommodations. At the top, there is a breadcrumb trail: > List Housing Accommodations (Preview Stage). Below this is the main heading: LIST HOUSING ACCOMMODATIONS (PREVIEW STAGE). On the right side, there are two links: 'List By Term' and 'List All'. Below these links is a 'Sort Result' dropdown menu set to 'Last Updated' and a 'Sort' button. On the left side, there is a dark grey button that says 'Click to Expand Advanced Search Panel'. Below this is a 'HANDY TOOLS' section with a green icon. Underneath is an 'EXPORT SEARCH RESULT TO CSV (COMMA-SEPARATED VALUES) FILE' section with an 'Export to CSV File' button. An 'Important Note' is displayed: 'After making selection on Advance Search Panel, please remember to click Search button above before clicking on Export to CSV File.' At the bottom, there is a yellow bar containing 'Previous Term', 'Term: Summer 2023', and 'Next Term' links. Three black arrows point from callout boxes to these specific elements: one to the 'Click to Expand Advanced Search Panel' button, one to the 'List All' link, and one to the 'Term: Summer 2023' text.

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.

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.

Accommodation(s)

<input type="checkbox"/> ADA / Wheelchair Accessible Room	<input type="checkbox"/> Additional storage space / locked storage
<input type="checkbox"/> Bathroom: Accessible	<input type="checkbox"/> Bathroom: Modification
<input type="checkbox"/> Bathroom: non-communal/semi-private	<input type="checkbox"/> Dietary Accommodation
<input type="checkbox"/> Emergency and Safety Listing	<input type="checkbox"/> Emotional Support Animal
<input type="checkbox"/> Extra or private refrigerator	<input checked="" type="checkbox"/> First floor or elevator access
<input type="checkbox"/> Flashing/Strobe - Fire Alarm / Doorbell	<input type="checkbox"/> Furniture Modification
<input type="checkbox"/> Kitchen / Kitchen Facility Access	<input type="checkbox"/> Location Specific
<input type="checkbox"/> Mold/Mildew/Dust - minimal exposure	<input type="checkbox"/> Other - Housing
<input type="checkbox"/> Personal Attendant / Personal Care Attendant in Housing	<input type="checkbox"/> Private Bedroom
<input type="checkbox"/> Release from current housing and/or dining contract	<input type="checkbox"/> Remain in housing with reduced course load
<input type="checkbox"/> Residency Exemption Request	<input type="checkbox"/> Roommate Specific
<input type="checkbox"/> Severe food allergy - Inform roommates/suite mates	<input type="checkbox"/> Single/Private Bedroom and Private Bathroom
<input type="checkbox"/> Uses medical device / equipment	

Part of Last Name:

Part of First Name:

Part of Preferred Name:

School ID:
Hint: Enter 9 alpha numeric characters.

Customized Search: **Only Active Accommodations** ▼

By: **Last Updated** ▼

Recommended by: **Search All** ▼

Note: If you need to add additional name, please go to the specified employee profile and check on **Advisor** as Employee Type.

Housing Request Status: **Search All** ▼

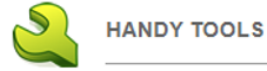
Exporting the Current View

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”.

LIST HOUSING ACCOMMODATIONS (PREVIEW STAGE)

 Click to Expand Advanced Search Panel

Sort R



EXPORT SEARCH RESULT TO CSV (COMMA-SEPARATED VALUES) FILE

Important Note: After making selection on **Advance Search Panel**, please remember to click **Search** button above before clicking on **Export to CSV File**

Export to CSV File

[Previous Term](#)

Term: Summer 2023

Number of Records Found: 16

Showing Records: 1 - 16

Full Name	School ID	Last Term	Recommended by	Request Date	Appl D
		Fall 2025	Ashley Dorsett	08/10/2021	08/1
		Fall 2026	Ashley Dorsett	04/29/2023	08/0
		Spring 2025	Ashley Dorsett	04/16/2021	04/1

Need assistance?

Any of your Disability Resource team members are happy to help get you going.

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