Completing Your Agreements with Instructors in AIM

This guide provides text-based guidance on how to document student-instructor accommodation discussions. This guide is intended for students registered with Disability Resources. In an effort to assist in the implementation of reasonable accommodations as well as explore any concerns that may arise around accommodation implementation in your courses, we ask students to document the agreement between faculty and students on how certain accommodations will be implemented in a course. This is an easy-to-access and short form to complete. We only ask that you complete this form for classes that you requested certain accommodations (e.g., attendance modifications, extended deadlines, and missed assignments).

# Steps to Access the AIM Student 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 “Student 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

# Submitting Your Agreements with Instructors:

1. Locate the “My Accommodations” navigational menu on the left side of your page. Click the “Agreements with Instructors” link.
2. Read the important notes on the “Agreements with Instructors” page.
3. Under Step 1, select the course from the “Select Class” drop down menu and click the “Create Agreement with Instructor” button.
4. Now, you are on the second step of the agreement. If you have multiple accommodations requiring an agreement, they will be listed on a single page/form. Begin the form by selecting the instructor of the course with whom you discussed the accommodation plan.
5. Next, review the accommodation type and description of the accommodation.
6. Complete the agreement form by documenting the answers to each question based on the conversation you and your faculty member had about how the accommodation will be implemented in the course.
7. When complete, review the stated terms and conditions section. If you agree with the statement, click the box to the left of the statement and click the “Submit Agreement with Instructor” or “Update Agreement with Instructor” if you are updating an existing form.
8. Each submission will be emailed to you and your faculty member to inform everyone that the agreement has been documented. Disability Resources can review the form as needed.

# Viewing Submitted Agreements with Instructors:

1. Locate the “My Accommodations” navigational menu on the left side of your page. Click the “Agreements with Instructors” link.
2. Any completed agreements will be listed under the “List of Agreement with Instructors” section of this page.
3. Access the one you want to view by clicking the view link.

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.