

Student Reference

Using Accessible Learning Management (AIM)

Completing E-Form Agreements



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 are E-Form Agreements?

- These are electronic agreements which you complete in AIM.
- These include, but are not limited to:
 - Acknowledging Your Rights and Responsibilities (All Students)
 - Agreement for Recording Lectures (Accommodation Specific)
 - Alternative Textbook Request Agreement (Accommodation Specific)
 - Memorandum of Understanding for ESAs (Accommodation Specific)



Accessing Your Portal

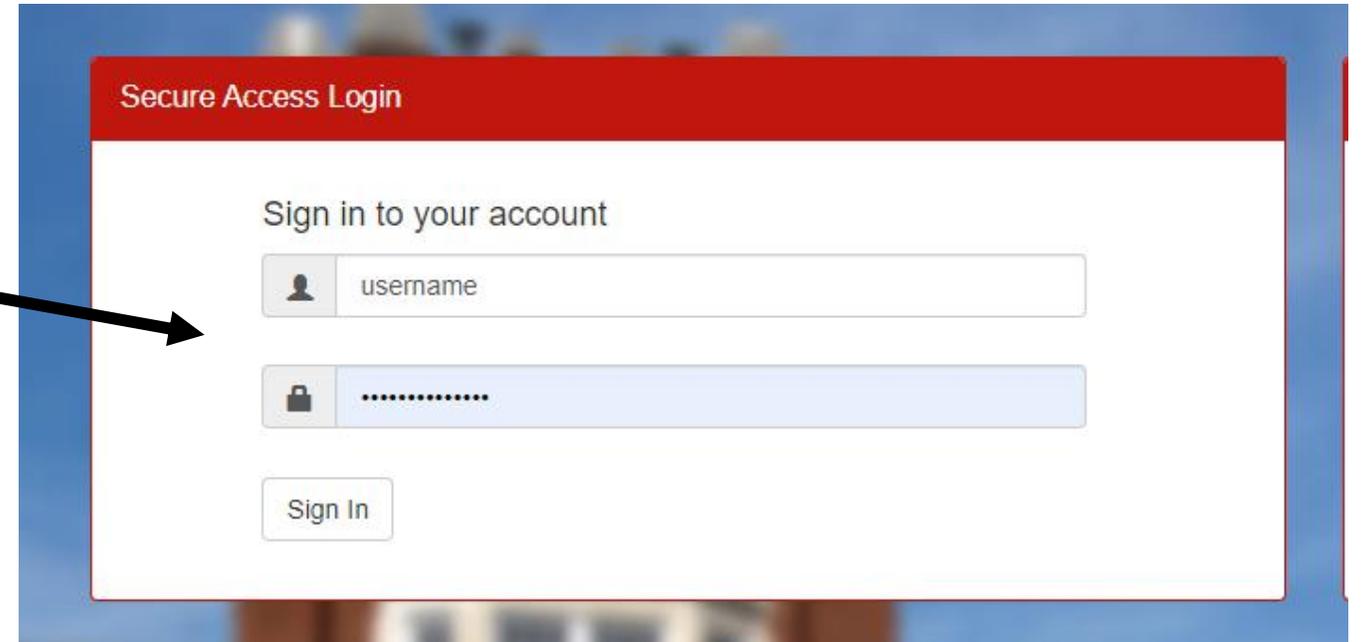
Website: Visit the Disability Resources website at www.jsu.edu/disabilityresources

Student 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".

The screenshot displays the 'Disability Resources' page on the JSU website. At the top, a breadcrumb trail reads 'JSU > Student Success > Disability Resources'. The main heading is 'Disability Resources'. Below this, there are two red navigation buttons: 'Student Success' and 'Disability Resources'. A left-hand navigation menu lists various categories: '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', and 'Request a Presentation'. Below the menu are two red buttons for 'STUDENT AIM PORTAL' and 'FACULTY AIM PORTAL'. The main content area includes 'The Office of Disability Resources' section with a mission statement, and two red buttons for 'REQUEST ACADEMIC ACCOMMODATIONS' and 'REQUEST HOUSING/MEAL ACCOMMODATIONS'. At the bottom, there are three image-based sections: 'Current Students' (featuring a mascot), 'Future Students and Family' (featuring a graduate), and 'Faculty and Staff' (featuring a man and a woman).

Logging Into Your Student Portal

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

A screenshot of a web login interface. At the top, there is a red header bar with the text "Secure Access Login" in white. 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 inside. Below the input fields is a "Sign In" button.

Secure Access Login

Sign in to your account

username

.....

Sign In

Completing Pending Agreements / E-Forms

Select the required form that you need to complete.

Home >> My Dashboard >> Required Forms

SMS (Text Messaging)

Status: OFF

Update Preferences

REQUIRED FORMS

Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. Please click the following link to review and to sign your required form(s):

- > [Agreement for Recording Lectures](#)
- > [Memorandum of Understanding - Service Animals and Emotional Support Animals](#)

Home

- > My Dashboard
- > My Profile
- > **Request for Appointment**
- > Change My Login Information
- > SMS (Text Messaging)
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

Questions? Contact Us!

Please contact our office if you have any questions or concerns.

Office of Disability Resources
Student Success Center
Jacksonville State University
Houston Cole Library, 2nd floor
P. 256-782-8390 | F. 256-782-8383
disabilityresources@jsu.edu
www.jsu.edu

Submit Pending Agreements / E-Forms

Read the agreement in its entirety. If you have any questions, please contact your Specialist.

Sign (type) your name as it is spelled out below the signature box.

Then, click the "Submit Form" button.

related need for the use of an assistance animal or service animal in housing; or 2) makes materially false statements for the purpose of obtaining documentation for the use of an assistance animal or service animal in housing.

This law further prohibits the misrepresentation of an animal as an assistance animal or service animal. A person commits the offense of misrepresentation of an animal as an assistance animal or service animal if a person intentionally 1) creates a document that misrepresents an animal as an assistance animal or service animal for use in housing; 2) provides a document to another person falsely stating that an animal is an assistance animal or service animal for use in housing; or 3) fits an animal, which is not an assistance animal or service animal, with a harness, collar, vest, or sign that the pet is an assistance animal or service animal for use in housing.

Upon first offense, a violation of either provision shall be subject to a civil penalty of five hundred dollars (\$500) or treated as a Class C misdemeanor. Any second or subsequent violation shall be a Class B misdemeanor.

Any concern regarding a potential violation under this section may be reported to the JSU Police Department.

Agreement

By signing below, you acknowledge that you have read this document and the Service and Emotional Support Animals Policy and will abide by the guidance set forth by the University.

Your Comment

Signature *:

Note: Please sign exactly as **Donald Duck**

By submitting this form, I acknowledge I have read, or have had read to me, and understand the information, terms, and conditions specified above:

View Completed Agreements / E-Forms

Under your "*My Accommodations*" menu, click the "*My E-Form Agreements*" link.

Request Form

> My Mailbox (Sent E-Mails)

☰ **My Accommodations**

> My Eligibility

> List Accommodations

> Communication Access

> **My E-Form Agreements**

> My Signup List



Any questions or concerns?

Need assistance?

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

Office of Disability Resources

- Visit us on the 2nd Floor Houston Cole Library
- Call us by phone at 256-782-8380
- Email us at disabilityresources@jsu.edu
- Visit us online via www.jsu.edu/disabilityresources

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



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