Completing Information Release Consents in AIM

This guide provides text-based guidance on how to view and complete release of information forms in AIM. This guide is intended for students registered with Disability Resources. In AIM students can provide DR staff with “Information Release Consents.” ​These are Release of Information forms that students complete to specify specific parties with which they would like for the office to be able to share information beyond the accommodation request. This does not replace the FERPA Proxy through the Registrar’s office. Student information that is part of the student’s academic record will still require a proxy to be set up in Banner by the student. ​Examples of release consents that can be completed include but are not limited to:​ Service or medical providers​, Instructors and Success Staff​, and family members​. Students can provide these releases at any time. They can also withdraw their consent at any time. ​

# 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

# Completing the Information Release Consents:

1. After logging in, locate the “My Accommodations” navigational menu on the left side of your screen.
2. Click the “Information Release Consents” link in that navigational menu.
3. Select the type of consent you are completing (e.g., family, service provider, etc.) and then click the “Continue to Specify Additional Information” button.
4. Review the information privacy statements and information.
5. Some consent types will require you to specify the person you want us to communicate with. Only one person is permitted per form.
6. Once you have completed the information click the “Submit Information Release Consent Form” button.

# Viewing Completed Information Release Consents:

1. After logging in, locate the “My Accommodations” navigational menu box on the left side of your screen.
2. Click the “My Signed Forms” link.
3. View your completed agreements.

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