Student Reference

Using Accessible Learning Management (AIM)

Completing Releases of Information

JSU™
JACKSONVILLE STATE UNIVERSITY

Office of Disability Resources
2nd Floor Houston Cole Library
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the FRIENDLIEST CAMPUS in the SOUTH

What are Releases of Information?

- 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. Note FERPA information 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 providers / Physicians

  - Instructors and Success Staff

  - Family members

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".

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

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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.
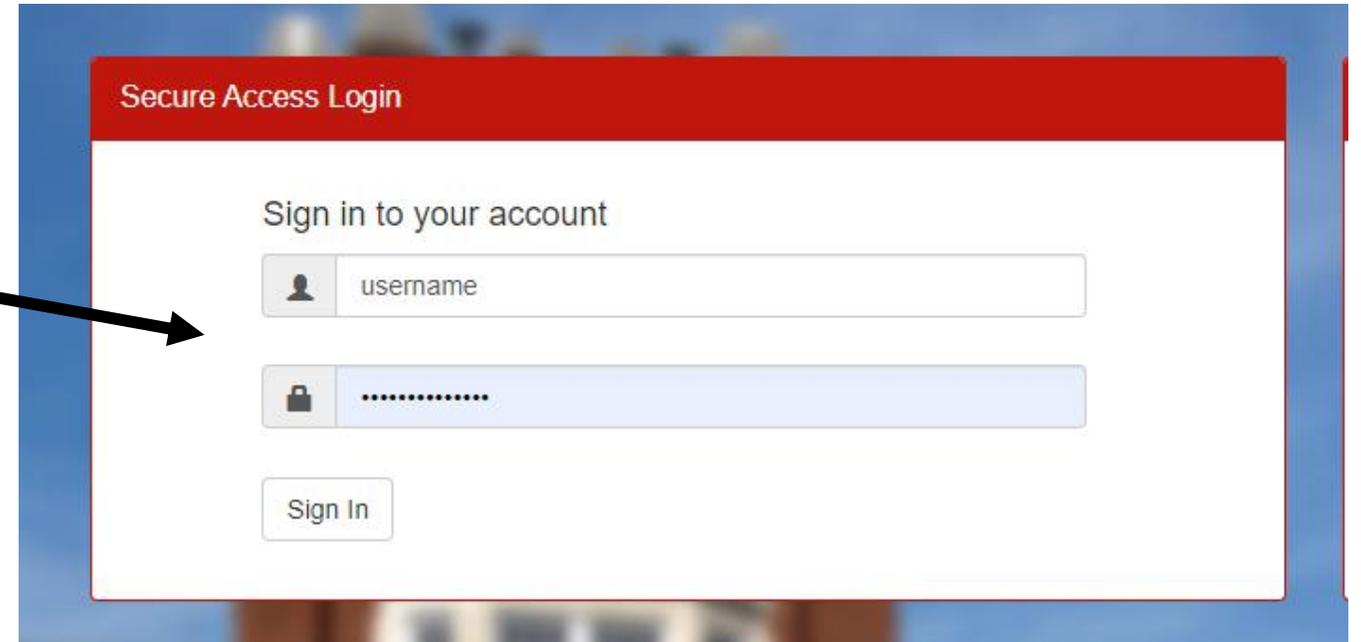
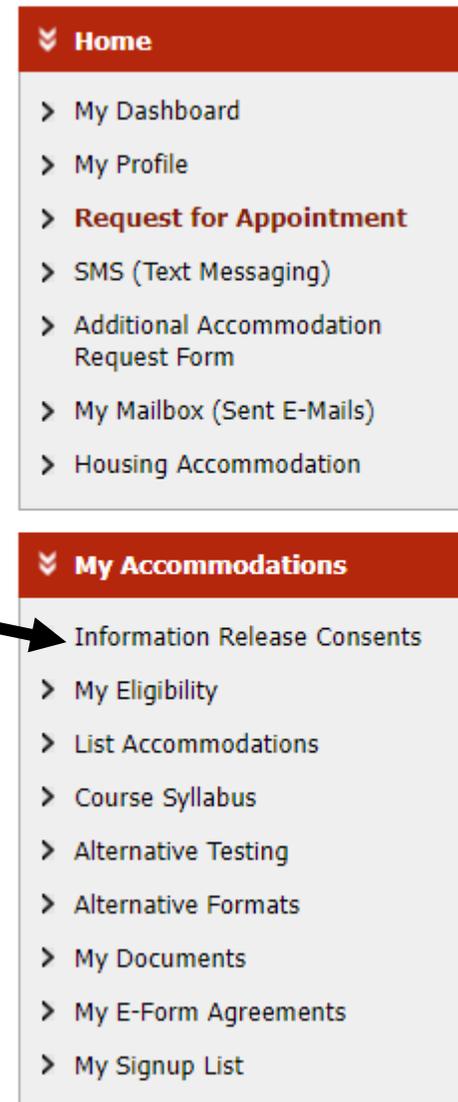Secure Access Login

Sign in to your account

username

••••••••••••

Sign In

Accessing the Release Consent Forms

Once you are logged in, complete the required E-Forms, if you have not already. Next, click the "Information Release Consents" link under the My Accommodations menu on the left side of your screen.

Completing Information Release Consents

First, Select the type of consent you are completing (e.g., family, service provider, etc.) and then click "Continue to Specify Additional Information"

Some consent types (e.g., family and providers) will require you to specify the exact person you wish us to be able to release information.
Once you have completed any information required, you can click "Submit Information Release Consent Form".

LIST INFORMATION RELEASE CONSENTS

2 Steps Process to Add Information Release Consent

Consent Type*: [Select One ▾]

[Continue to Specify Additional Information]

Consent Expires On*: [10/21/2019]
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Full Name*: [_____]

Address:
[_____]

Phone: [_____]
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Fax: [_____]
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Notes:
[_____]

[Submit Information Release Consent Form]

View Completed Consents

Once you have completed a consent, you will find a new link under the "My Accommodations" menu on the left side of the screen. This new link, "My Signed Forms" allows you to view all of your signed consents and the ability to modify or withdraw those consents.
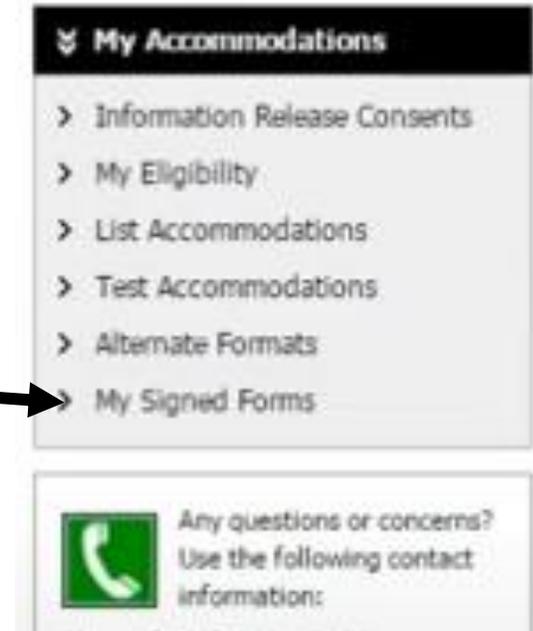
Need assistance?

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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