Requesting Appointments in AIM

This guide provides text-based guidance on how to use AIM to request appointments with your Disability Specialist or other staff in Disability Resources. This guide is intended for students registered with Disability Resources. The collaboration between students and their specialist is critical for successful accommodation planning. You can schedule an appointment directly from your portal at any time. We recognize that students may not always be able to contact our office during office hours to schedule a future appointment. We also understand that students may prefer to schedule appointments using an electronic method rather than calling or stopping by.

# 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

# Requesting an Appointment:

1. Locate the “Home” navigational menu on the left side of your page. Click the “Request for Appointment” link.
2. Review the important notes and click the “Request for Appointment” button.
3. Read the important notes on the “Agreements with Instructors” page.
4. Next, complete the request detail section by identifying any accommodations that you will request for the appointment, if any, the type of appointment you are requesting, and any specific questions or concerns you want to discuss.
5. Then, select the checkboxes which best describe the purpose of your appointment. You can select all that may apply.
6. Now you can select your available time ranges. These are divided into four time slots: early morning, late morning, early afternoon, and late afternoon. Please select at least three time slots which you have availability.
7. Click “Submit Request for Appointment” to send the request to Disability Resources. Once we receive your request, a specialist will finalize the appointment time and date.

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.