

# Student Reference

Using Accessible Learning Management (AIM)

***Sending Your Accommodation Plans  
(IPPs)***



JACKSONVILLE STATE UNIVERSITY

Office of Disability Resources  
2<sup>nd</sup> Floor Houston Cole Library  
P: 256-782-8380  
E: [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu)  
O: [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources)

*the* FRIENDLIEST CAMPUS *in the* SOUTH

# What is an IPP?

- IPP stands for Individualized Postsecondary Plan and is the academic accommodations plan for at student at JSU.
- You may also hear these referred to as *Accommodation Letters* or *Faculty Notification Letters*.
- Students utilize AIM to request accommodations, send accommodation letters (IPPs) for courses, and access other areas of support.
- AIM allows faculty to view student accommodation plans and review these requests in a centralized location rather than by email or paper forms alone.



# Accessing Your Portal

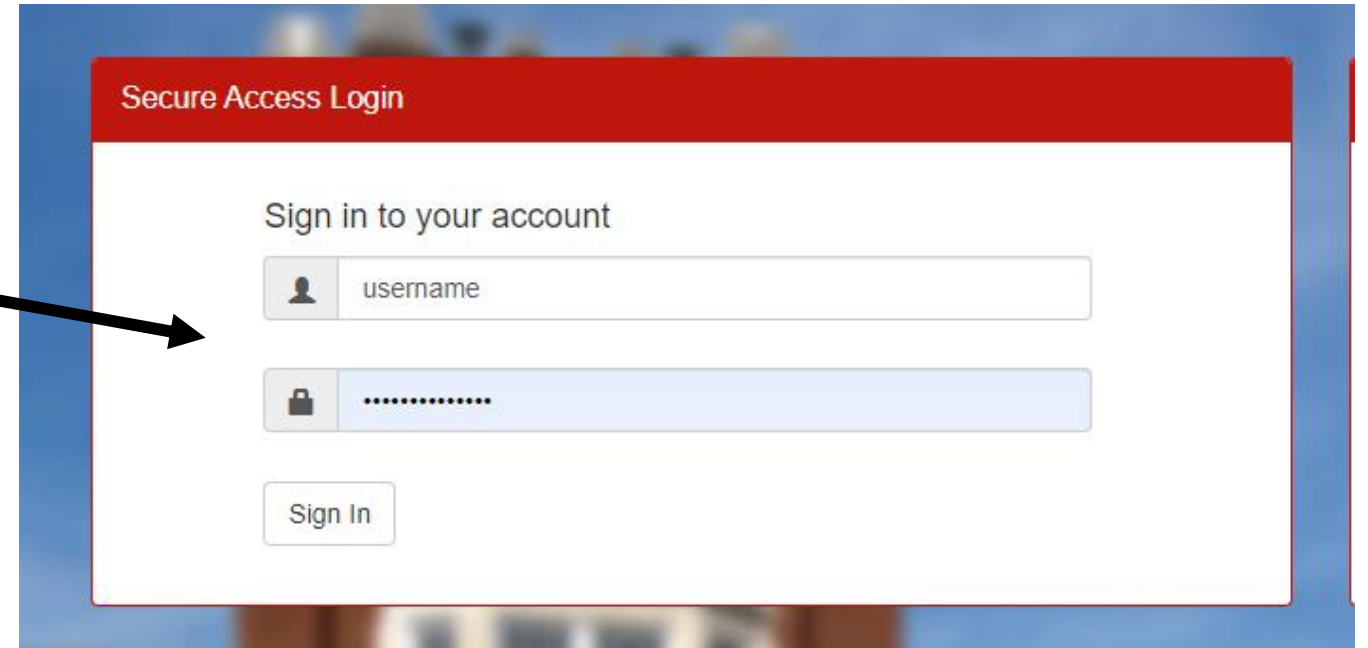
**Website:** Visit the Disability Resources website at [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources)

**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'. At the bottom of this menu are two red buttons: 'STUDENT AIM PORTAL' and 'FACULTY AIM PORTAL', both with white text and right-pointing arrows. The main content area features the title 'The Office of Disability Resources' followed by a paragraph about the office's commitment to providing services. Below this is the 'Our Mission' section, which describes the office's goal to ensure equal learning opportunities. Two red buttons are positioned above a row of three images: 'REQUEST ACADEMIC ACCOMMODATIONS' and 'REQUEST HOUSING/MEAL ACCOMMODATIONS'. The images are titled 'Current Students', 'Future Students and Family', and 'Faculty and Staff' respectively. The 'Current Students' image shows a woman with a mascot, 'Future Students and Family' shows a graduate, and 'Faculty and Staff' shows a man and a woman talking.

# 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 a username, with a person icon on the left and the text "username" inside; the second is for a 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

# Sending Accommodation Letters (IPPs)

**Step 1** – Select the course(s) you want to request accommodations.

**Step 2** – Read the permission and responsibility statement. Then click the "*Step 2 – Continue to Customize Your Accommodations*" button.

## Select Accommodations for Your Class

### Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Office Of Disability Resources.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

### Step 1: Select Class(es)

- Summer 2023 - [REDACTED]
- Summer 2023 - [REDACTED]

I give permission for Disability Resources to discuss the requested accommodation(s) with my instructor, University officials, and other agencies / schools if deemed necessary to provide reasonable accommodation(s).

In order to obtain these accommodations, I acknowledge that it is my responsibility to:

Inform the Disability Resources office EACH semester that accommodations are requested.

Contact instructors about accommodations once they have been emailed the accommodation request. (I will be copied on the email.) I do not have to disclose my specific disability to the instructor but am responsible for ensuring that the details of the letter's implementation are mutually understood.

Contact the instructor (and Testing Services were applicable) to schedule testing accommodations **one week in advance** in order for the instructor (and Testing Services, if applicable) to work out details related to testing. Any disagreements about reasonable testing accommodations should be referred to my Disability Specialist.

Report any concerns about accommodations to my Disability Specialist.

**Step 2 - Continue to Customize Your Accommodations**

# Sending Accommodation Letters (IPPs) - Continued

**Step 3** – Select the accommodations you want for each of the course you selected on the previous screen.

**Step 4** – Review you have the correct accommodations selected and click the "Submit Your Accommodation Requests" button.

Final Step: Select Accommodation(s) for Each Class

SW

Instructor(s): Sean Creech  
Days and Time(s): R at 06:15 PM - 08:15 PM  
Date Range(s): 05/16/2023 - 08/01/2023  
Location(s): BH 141 (Campus: JSU)

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for SW

Alternative Testing  Interpreting  Notetaking Services  
 Use of Calculator

SW

Instructor(s): Sean Creech  
Days and Time(s): **Not Specified**  
Date Range(s): 05/16/2023 - 08/01/2023  
Location(s): WWW (Campus: JSU)

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for SW

Alternative Testing  Interpreting  Notetaking Services  
 Use of Calculator

[Submit Your Accommodation Requests](#) [Back to Overview](#)

# Reviewing Sent Accommodation Letters (IPPs)

**Step 5** – Look for the confirmation that your request has been sent for review.

**Notes:** From here you can 1) Modify or Cancel your request by clicking the appropriate links AND 2) View the status of your requests.

## OVERVIEW



### SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

### SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)

Summer 2023

**2**

[View](#)

### LIST ACCOMMODATIONS FOR SUMMER 2023

Refine Search Result:

[Previous Term](#)

Term: Summer 2023

[Next Term](#)

SW

[Modify Request](#) [Cancel Request](#)

Instructor(s): Sean Creech  
Days and Time(s): R at 06:15 PM - 08:15 PM  
Date Range(s): 05/16/2023 - 08/01/2023  
Location(s): BH 141 (Campus: JSU)

[Need to Add a Different Instructor? Update It Here](#)

### Request Status



Processing

First Entered by: Sean Creech  
First Entered on: 05/31/2023 at 07:12 PM  
Last Updated by: Sean Creech  
Last Updated on: 05/31/2023 at 07:12 PM

# Need assistance?

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

---

## Office of Disability Resources

- Visit us on the 2<sup>nd</sup> Floor Houston Cole Library
- Call us by phone at 256-782-8380
- Email us at [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu)
- Visit us online via [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources)

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



JACKSONVILLE STATE UNIVERSITY