Using AIM to Review the Accommodated Testing Agreements for Your Courses   
and Schedule Exams in Testing Services

This guide provides text-based guidance on how to view the Accommodated Testing Agreements and schedule testing with Testing Services. This guide is intended for students registered with Disability Resources with alternative testing accommodations.

Testing accommodations are designed to remove barriers to the test-taking processes so that students with disabilities can demonstrate their true achievement or aptitude on tests and exams. It is preferred that students take their exams in the traditional classroom environment when possible. This allows the student to have access to their instructor or their designee just as the other students would. If it is determined that the testing accommodations cannot be met in the classroom, a testing agreement must be completed before a student can schedule an accommodated test with Testing Services.

# 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

# Steps for Reviewing the Accommodated Testing Agreements for Your Courses:

1. Login using the steps above and click “Alternative Testing” in the *My Accommodations* sectionin the left navigational menu.
2. You are now on the Accommodated Testing Dashboard / Overview page. Locate the “Accommodated Testing Agreement(s)” section on the page.
3. Select the course of the agreement you want to view using the “Select Class” dropdown menu.
4. Click the “View Accommodated Testing Agreement” button.
5. Review the testing agreement status, details, and information.

# Steps for Scheduling an Exam in Testing Services:

1. Login using the steps above and click “Alternative Testing” in the *My Accommodations* sectionin the left navigational menu.
2. You are now on the Accommodated Testing Dashboard / Overview page. Locate the “Accommodated Testing Agreement(s)” section on the page.
3. Select the course of the agreement you want to view using the “Select Class” dropdown menu.
4. Click the “Schedule an Exam” button.
5. Review the *Terms and Conditions of Scheduling Exams* and the *Accommodated Testing Agreement* in the yellow shade box.
6. Under the agreement section, you can view the class schedule(s) of any impacted courses. This is for informational purposes only.
7. Finally, under *Exam Detail* complete the request by entering in the type of exam, the date, and times you are requesting for the exam, what accommodations you are requesting, and any assistive technology needs.
8. Click “Add Exam Request” to submit the request.

*Note: Your request will be reviewed by a member of Disability Resources or Testing Services to schedule the request. If any questions arise, they will contact you via your provided phone number or* *JSU email address.*

# Steps for Viewing Your Scheduled Exams in Testing Services:

1. Login using the steps above and click “Alternative Testing” in the *My Accommodations* sectionin the left navigational menu.
2. You are now on the Accommodated Testing Dashboard / Overview page. Locate the “Upcoming Exam Request(s) For the Current Term” section on the page.
3. Review the list of requests, the status of those requests, and make any modification needed. To modify the exiting request, click “Modify Request” and to cancel your request click “Cancel Request.”

# Steps for Viewing Your Scheduled Exams in Testing Services:

1. Login using the steps above and click “Alternative Testing” in the *My Accommodations* sectionin the left navigational menu.
2. You are now on the Accommodated Testing Dashboard / Overview page. Locate the “I Will Proctor My Own Exams” section on the page.
3. Review the list of courses which your faculty indicated they will proctor your exams. For courses listed in this section, you will not be able to schedule any exams.

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.