Instructions for Requesting Exams via AIM

1. Access the AIM portal. If you have not requested accommodation letters to be sent to your instructors yet, please see Instructions for Requesting Accommodation Letters. This step must be done before you can schedule exams in AIM.

2. Once in AIM, your courses will be listed on your dashboard overview. If courses are not listed, contact the DSS office.
3. Under My Accommodations, click on the alternative testing link as shown here.

4. Under Alternative Testing, select the course you wish to schedule an exam. Click the “Schedule an Exam” button.
5 Under Exam Detail, complete required fields. Read and agree to the Terms and Conditions. Click “Add Exam Request” button to complete.

6 Once complete, the following confirmation will appear for this exam.
Click “View Other Exams” to see status of exams requested.