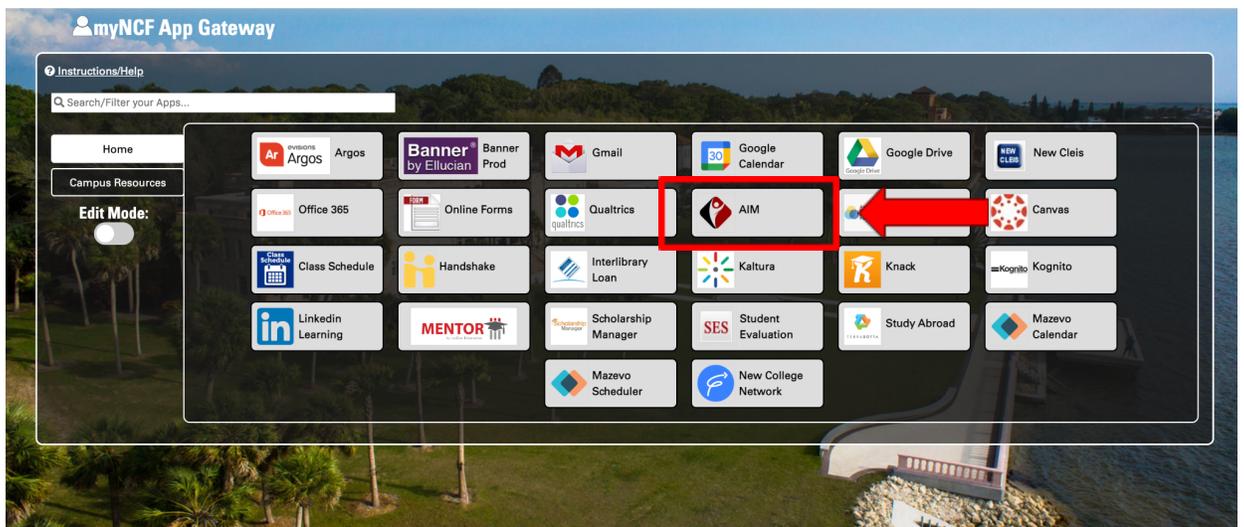


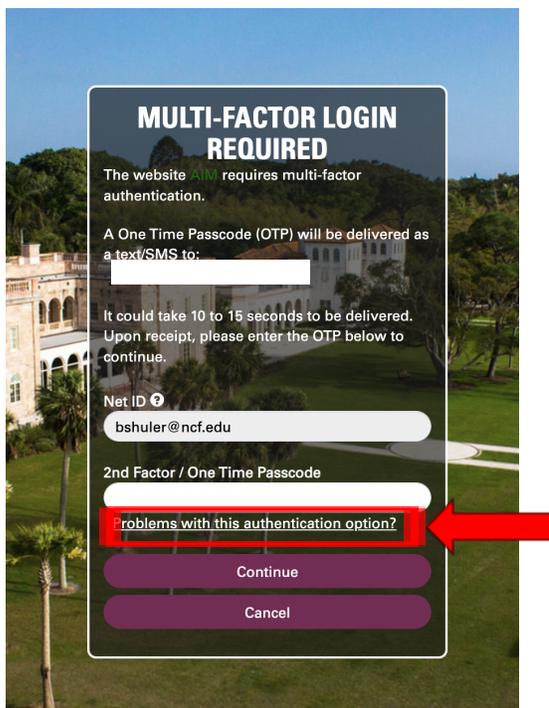
Returning Student - Renewing Academic Accommodations

Academic accommodations must be renewed every semester for each class in order for academic accommodations to be put into effect.

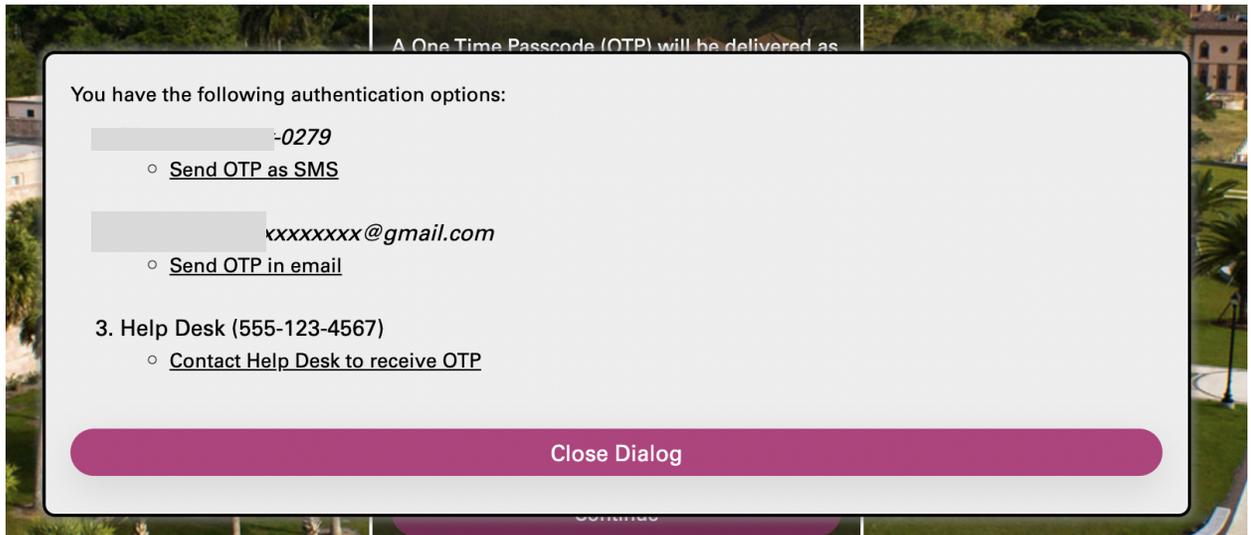
- Begin by logging into the AIM portal by selecting the tile on the myNCF portal



- To obtain the One Time Passcode (OTP) required to log in, select the “Problems with this authentication option?” option at the bottom



- Select which option you would like to use to obtain the OTP and input the pin into the 2nd factor/One Time Passcode box



- Once you have successfully logged into AIM, scroll down to the “Select Accommodations for Your Class” section on your dashboard, and then select “Step 1”.

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 Disability Resource Center.
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)

Spring 2020 - DRC.1000.101 - Requesting Accommodations 101 (CRN: 88888)

- Scroll down and select the classes that need accommodations. You must select each class by checking the box to the left of the class name.
- Once the classes are selected in “Step 1”, select “Step 2” and to “Continue to customize your accommodations”.

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 Disability Resource Center.
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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)

Spring 2020 - DRC.1000.101 - Requesting Accommodations 101 (CRN: 88888)
←

Step 2 - Continue to Customize Your Accommodations

←

- Select accommodations for each class. You select each accommodation by checking the box to the left of the accommodation.
- When finished checking the boxes for each class, select “Submit your accommodation request” to complete the process.

Final Step: Select Accommodation(s) for Each Class

DRC 1000.101 - Requesting Accommodations 101 (CRN: 88888)
Class Details

Instructor(s): **Professor**

Days and Time(s): **M at 07:00 PM - 09:50 PM**

Date Range(s): **01/01/2020 - 04/30/2020**

Location(s): **9 212 (Campus: 00)**

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 DRC 1000.101

Extra Time 1.50x
 Notetaking Services
 Recording Device
 Reduced Distraction Environment

→

Submit Your Accommodation Requests

Back to List

- Our office will review your request and provide your professors with a Faculty Notification email with details of accommodations within two (2) business days after submitting your request.
 - In the event a student needs additional coordination for their accommodations (i.e. alternative format or classroom furniture), email the AALC office with the specifics of your request.