


REQUESTING ACCOMMODATIONS IN AIM

1. Log in to the [AIM Portal](#) using your **SMC username and password**.



2. In the center of the page under ANNOUNCEMENTS, scroll down to see the box titled “Accommodation Requests” containing your class schedule.
3. Click on the +square to “Add Requests”. Make sure to add requests for the correct semester, ex. SPRING 2025

Accommodation Requests SPRING 2025	
<div>2</div> <div>Number of Requests</div> <div>View Request Detail</div>	<div></div> <div>Add Requests for 2 Classes</div>
<div>List of Accommodation Requests:</div> <ul style="list-style-type: none">• ART 2.M2439 - PREHISTORIC TO GOTH ART HIST (LEC) (CRN: M2439)• ETHS 40.M3123 - INTRO ASIAN AMERICAN STUDIES (LEC) (CRN: M3123)	

4. A list of your classes for the semester will appear. Select the class(es) you wish to request accommodations for.
 - NOTE: 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 listed list after **48 hours**, please contact our front office.

Click “Continue to Next Step”

The screenshot displays a web interface for requesting accommodations. On the left, a panel for course 'ART 17.M7540' shows the title 'ART 17.M7540 - Painting I (Lec) (CRN: M7540)' and a 'Course Detail' dropdown. Below this is the 'SELECT ACCOMMODATIONS' section, which contains a list of checkboxes: 'Select All', 'AUDIO RECORDING DEVICE (Authorized use of)', 'Extended Testing Time 1.50x', 'Not to be called on during class', 'OTTER.AI APP', 'Public Speaking Alternative', and 'Still photographs of instructional materials projected on whiteboard or other audio/video equipment'. At the bottom of this section is a checkbox for 'I do not need accommodation for this course: ART 17.M7540.' A red arrow points to the 'Select All' checkbox. To the right, a yellow box labeled 'STEP: FINAL STEP' contains two buttons: 'SUBMIT REQUEST >' and 'START OVER >'.

5. “Select All” will select all your authorized accommodations. You can also select accommodations individually. **NOTE:** If you need to request an accommodation not listed in the system, please make an appointment with a DSPS counselor or LD Specialist.
6. Once accommodations are selected, click “Submit Request”. Requests may take up to **48 hours** to be processed. Check your SMC email for the faculty notification sent to your instructor(s). You may also receive a follow-up email to make an appointment regarding your request.