



## STUDENT ACCESSIBILITY SERVICES

### **AIM Reminders:**

1. If you add a course after you request your accommodation letter, you will need to log into AIM and request your accommodation for that course.
2. If the person teaching a course is different than the name of the professor on the schedule when you registered, you will need to email SAS with the professor's name, course name, number, and CRN.
3. If the course has "TBA" located where the name of the professor should be, you need to email SAS with the professor's name once you know who that is.
4. If you are taking classes at NOC, you need to email us and request that we send your accommodation letter to NOC. AIM cannot send these accommodation letters out.

### ***How to Request Your Accommodation Letter:***

1. Go to our website at [accessibility.okstate.edu](http://accessibility.okstate.edu)
2. Click on the "Visit the AIM Portal" link under the Academic & Dining Accommodations section.
3. Select "Student and Staff Sign in."
4. Enter your OSU email address that ends in [okstate.edu](http://okstate.edu) and your password, then select "login."
5. Select "Add Request for # Classes."
6. Check the box next to the class for which you want to receive accommodations.
7. Select "Submit Request."

If you have any questions or need assistance making those requests through AIM, please email us at [accessibility@okstate.edu](mailto:accessibility@okstate.edu). Have a great semester!