Viewing and Managing Housing Accommodations

This guide provides text-based guidance on how to use AIM to view housing and meal plan accommodations. This guide is geared towards select Housing staff who are working with students approved for housing and meal accommodations. This guide reviews how housing staff can view lists of students with housing accommodations, navigate those lists, and view the individualized accommodations for each student. Additionally, this video will cover how housing staff can add notes to the student AIM record and utilize the data management functions in AIM. ​

# Steps to Access the AIM Staff 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.

# Viewing Accommodation Listing:

1. After you log in, click the “Housing” button in the red navigational menu at the top of your page just under the Disability Resources logo.
2. The list is on this landing page. The default view shows those accommodation requested for the current semester.
	1. You can navigate between semesters using the “Preview Term” and “Next Term” links above the listing.
	2. If you want to view a full listing of ALL accommodations listed in AIM, click the “List All” link in the top right of the listing page.

# Viewing a Student’s Accommodation:

1. After you log in, click the “Housing” button in the red navigational menu at the top of your page just under the Disability Resources logo.
2. Scroll down to the listing of students.
3. Locate the student whose accommodation you wish to view and click “View.”

# Available Actions when Viewing a Student’s Accommodation:

1. While viewing a student’s accommodation, you have three links under the student’s name.
2. **Overview:** This is the page that you visit when you first view the accommodations.
3. **Notes:** You can go to this page to view and submit housing accommodation related notes. Housing staff may not use this often, but instances where it may be appropriate could include where a student presented to you to discuss their accommodations and you want to document that interaction or where housing staff referred the student to Disability Resources for assistance.
	1. To add a note regarding the student, it can be added using the “Add case note.” Do not put anything that needs urgent attention as it serves as documentation, but not as notification.
	2. If you want to access the note later, be sure to select “UH-Housing Note (Viewable by Housing Staff)” as a case not type. Only notes with a UH listing can be viewed by housing staff.
4. **Transferred Applications:** List all applications, including those that are multiple or duplicate applications, for housing and meal accommodations submitted by the student.

# Using the Advanced Search Function:

1. After you log in, click the “Housing” button in the red navigational menu at the top of your page just under the Disability Resources logo.
2. The list is on this landing page. At the top of the page click the “Click to Expand Advanced Search Panel” button.
3. Select your search parameters. You can search for students with specific housing accommodations. You can also narrow searches by name or student ID numbers.

# Exporting Listing Data:

1. After you log in, click the “Housing” button in the red navigational menu at the top of your page just under the Disability Resources logo.
2. The list is on this landing page.
3. Select the view you want to export (e.g., full listing, listing for a specific semester, or an advanced search result listing).
4. Click the “Export to CSV File” located in the “Handy Tools” box located between the Advanced Search Panel / Button and the student listing.
5. The CSV file will be downloaded to your device.

If you have any questions or need additional guidance, please contact us via email at disabilityresources@jsu.edu or call us at 256-782-8380.