**Office of Disability Resources**
**Student Success Center**

Using AIM to Request Services / Register for Services

This guide provides text-based guidance on how to submit applications for academic, housing, or meal accommodations. This guide is intended for current and incoming students who have not yet registered with Disability Resources.

# Steps to Access the Request / Application Form:

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 near the center of the screen.
	1. The left button states “Request Academic Accommodations”
	2. The right button states “Request Housing / Meal Accommodations”
3. Click the button which best describes the accommodation you are seeking. If you are seeking both academic and housing/meal accommodations, we request that you submit both applications.
4. You will now be on the application screen. The registration process is completed in two simple steps. The first step is by filling out the application and the second step is submitting the supporting documentation.

# Steps for Completing the Application:

1. Review the welcome / introductory statement at the top of the application form. It contains helpful information and reminders about the application and accommodation process.
2. Complete the questions on the page. There will be a series of drop down, multi-select, radio select, and fill in the box options. Please complete the form to the greatest extent possible. All items with an asterisk (\*) are required fields and must be fully answered. Any required items left blank will result in the application not being submitted.
3. Click Submit Application. You will now be taken to a page to upload your documentation.

# Steps for Submitting Supporting Documentation:

1. In the “File Title” box, type a name for the file you are wishing to upload. Common file names include, but are not limited to Medical Documentation, IEP, 504, etc.
2. In the “Select File” box, click “Choose File” and select the file you wish to attach.
3. When ready to submit, click the “Upload Documentation” button.
4. If you do not wish to upload documentation at this time, you can click the “Upload Documentation Later” button.

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.