Completing E-Form Agreements in AIM

This guide provides text-based guidance on how to view Alternative Format requests. This guide is intended for students registered with Disability Resources. AIM allows students to complete many of the required forms that were previously completed on paper, and it keeps an electronic copy of these form for the student’s records if they need to view them while at JSU. These include Acknowledging Your Rights and Responsibilities, Agreement for Recording Lectures, Alternative Textbook Request Agreement, and Memorandum of Understanding for ESAs. Students must complete any form requests before they can take other actions in the systems like request accommodations, schedule exams, etc. Some forms will be required each semester while others may only be required once or only once per year. ​

# Steps to Access the AIM Student 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.
5. You will now be on your Student Portal Dashboard / Overview Page

# Completing the E-Form Agreements:

1. After logging in, confirm you are on the “Overview” page. If you are not on the overview page, click the “My Dashboard” link in the “Home” navigational menu on the left.
2. If you have any pending agreements/E-forms that need to be completed, you will see a “Required Forms” section with the list of forms that need to be completed.
3. Click one of the forms that need to be completed. If you have multiple forms, it does not matter which one you click on.
4. You are now viewing all the agreements. Read the agreements in their entirety. If you have any questions, please contact your specialist.
5. Sign (type) your name as it is spelled out below the signature box.
6. Click the “Submit Form” button.

# Viewing Completed E-Form Agreements:

1. After logging in, locate the “My Accommodations” navigational menu box on the left side of your screen.
2. Click the “My E-Form Agreements” link.
3. View your completed agreements.

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