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

Accessing Your AIM Student Portal

This guide provides text-based guidance on how to access your AIM Student Portal. This guide is for current and incoming students registered with Disability Resources.

Through this portal, you can view your eligible accommodations, request additional accommodations, send accommodation letters/IPPs, complete release forms, complete electronic forms, and other tasks to manage your accommodations.

# 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.
	1. The top button states “Student AIM Portal”
	2. The bottom button states “Faculty AIM Portal”
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

# Various Actions Through Your Portal:

1. “Home” Navigation Box
	1. “My Dashboard” is your ‘overview’ page that lists any alerts or actions you need to take and a summary of the accommodations you have requested for the current semester.
	2. “My Profile” contains your personal information that is pulled from other university systems (e.g., Banner). You and update some of this information, but changes here are not reflected in other university systems.
	3. “Request for Appointment” allows students to request a meeting or appointment with their disability specialist. This link also allows you to view any upcoming appointments you may have.
	4. “SMS (Text Messaging)” allows you to opt-in or out of text messaging features in AIM.
	5. “Additional Accommodation Requests” allows you to easily submit a request for additional accommodations that you are not currently receiving without having to submit a brand-new application. This request will be reviewed by your specialist, and they will contact you to schedule an appointment.
	6. “My Mailbox” will provide you with a list of all emails that were sent to you from your AIM system.
	7. “Housing Accommodations” will be a link that will show if you receive Housing or Meal accommodations. If you do not receive these, you will not have access to this portal section. This link shows students the housing / meal accommodations they are eligible to receive.
2. “My Accommodations” Navigation Box
	1. “Information Release Consents” allows you to complete release of information forms for your specialist to be able to communicate with the people you specify.
	2. “My Eligibility” provides you with a list of all the accommodations you are eligible to receive and descriptions of those accommodations.
	3. “List Accommodations” provides you with a list of the accommodations you have sent to your professor for the given semester and the status of those requests.
	4. “Course Syllabus” houses any of the course syllabi that your professors upload to the AIM portal. While these are not always required, it is helpful for us to have these when assisting students in navigating some accommodations.
	5. “Alternative Formats” is for students who have alternative format accommodations. This section allows you to submit specific requests to Disability Resources regarding these accommodations.
	6. “My Documents” will house any custom letters or documents that are provided to you. You may not have access to this link, if you have not been issued any custom letters or memos.
	7. “My E-Form Agreements” is where all your electronically signed forms are housed. This can include items like your Rights and Responsibilities, service agreements, and memorandums of understanding.
	8. “My Signup List” is a record of all the signups you have submitted. Students can sign up for individual student groups, support groups, and events through their Student AIM Portal.
3. Primary Advisor - Your primary advisor is listed with their contact information for ease of contact.
4. Important Dates – As a general reminder, we have provided a list of important dates on your portal page. These will be those typically related to our office and university scheduled operations.

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.