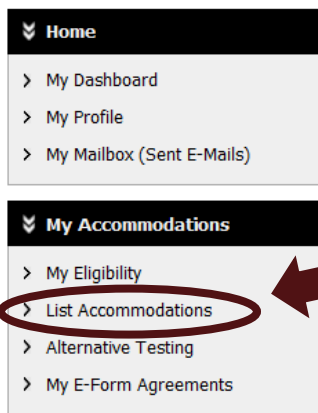


Alternative Format Request Process in AIM

First: Request your Accommodations

Students who have officially registered with the Office of Disability Services (ODS) and who need academic accommodations or auxiliary aids should request their accommodation letters each semester. To request their accommodation letter, students will need to complete the following process:

1. Log into the [Accessible Information Management \(AIM\) database](#) using your TXST NetID and password.
2. When you log into the database for the first time, you will be required to electronically sign some agreements. All students will be asked to acknowledge the “Disclosure of Student Information” and “Rights and Responsibilities” agreements. Other agreements are policies or procedures specific to students’ accommodation needs. In most cases, students will only have to acknowledge the agreements once; however, students may have to acknowledge certain agreements each semester.
3. On the left side of the webpage under “My Accommodations,” select “List Accommodations.”



4. From “Select Accommodations for Your Classes”, review the Important Note and proceed to “Step 1: Select Class(es).”

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Office of Disability Services.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- Fall 2021 - ENG 1320.009 - COLLEGE WRITING II (CRN: 18189)
- Fall 2021 - PHIL 1305.011 - PHIL & CRIT THINKING (CRN: 10692)
- Fall 2021 - PSY 1300.006 - INTRODUCTION TO PSYCHOLOGY (CRN: 14064)

- Select the corresponding checkbox for each of the courses that you are requesting accommodations for at this time.
- Select **"Step 2 - Continue to Customize Your Accommodations."**

Fall 2021 - PSY 1300.006 - INTRODUCTION TO PSYCHOLOGY (CRN: 14064)

Step 2 - Continue to Customize Your Accommodations

- Review each of your indicated courses and **"Select Accommodation(s) for [course]"** by checking the corresponding box next to the accommodations you are requesting. **Please Note:** In order for you to submit a request for an alternative format, you must first select the E-Text accommodation.

Select Accommodation(s) for COMM 1310.030

Ability to Audio Record Lectures

E-Text

Ability to Utilize Laptop/Electronic Device for In-Class Notes and Assignments

PowerPoints & Handouts in Advance When Possible

Alternative Testing

- Select **"Submit Your Accommodation Requests."**

Preferential Seating

Submit Your Accommodation Requests | Back to Overview

Second: Request your Alternative Formats

- On the left side of the webpage under **"My Accommodations,"** select **"Alternative Formats."**

- Home
 - My Dashboard
 - My Profile
 - Change My Login Information
 - My Mailbox (Sent E-Mails)
- My Accommodations
 - My Eligibility
 - List Accommodations
 - Alternative Testing
 - Alternative Formats**
 - My E-Form Agreements

2. Complete and submit the **Reading Materials Form** located on the Alternative Formats tab. This form must be submitted for each text needed.

- a. If you are requesting a textbook, it is vital that you include the title, ISBN, publisher, author, and edition. Students can find this information from the Texas State University Bookstore or on the course syllabus.
- b. If you are requesting any additional reading materials (e.g., handouts, articles, etc.), then you only need to include the **Class** and **Reading Material Title**.

Reading Materials

Select Class *:

Reading Material Title *:

ISBN:
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note:

Note: **HTML entry is permitted.** Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline](#).

3. Select **“Submit Request.”**

Note: **HTML entry is permitted.** Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline](#).

Submit Request


4. The next page will allow you to upload any additional reading materials you wish for the ODS to convert. Provide the name of the document, attach the document, and identify the due date by which you need it.

File Information

Book Title: **Course Packet**

Document Title *:

Select File: **No file selected.**

Due Date *: 
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Notes:

5. Select **“Upload Document (Additional Reading Material).”**

Notes:

Upload Document (Additional Reading Material)

6. Once you have the receipts for any textbooks, return to the **“Alternative Formats”** tab.
7. Select the receipt file, identify the course the receipt is for, and then select **“Upload Receipt.”**

UPLOAD BOOK RECEIPT

Important Note: Limit 10 receipts per term or semester. [Read File Upload Instruction](#)

File Information

Term: **Fall 2021**

Select File: **No file selected.**

Select Course(s) the receipt is for *

AIM 101.001 - TESTING OUT THE TESTING MODULE

TEST 100.001 - Test Course

Note: