



CONNECTICUT COLLEGE

Student Accessibility Services Accessible Information Management (AIM) Quick Start Guide

Requesting Faculty Notification Letters

HOW DO I REQUEST ACCOMMODATIONS FOR EACH SEMESTER?

- AIM URL
<https://denali.accessiblelearning.com/ConnColl/>
Log in using your Connecticut College username and password.

Sign In Information

Username*:

Password*:

ONCE LOGGED IN:

1. Under “My Accommodations” in the Student Menu, Select “List Accommodations”:

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations ←
- > Notetaking Services
- > My E-Form Agreements
- > My Signup List
- > Agreements with Instructors

2. Select the course(s) that you would like accommodations for:

If you do not see your course(s) listed check back at a later date.

- a. It can take up to 48 hours for your courses to show up after registering for them.
- b. Otherwise, contact Student Accessibility Services

Step 1: Select Class(es)

- [Requested] Spring 2017 - BIO 202.1 - HUMAN PHYSIOLOGY (CRN: 10254)
- [Requested] Spring 2017 - BIO 330.1 - MICROBIOLOGY (CRN: 10267)
- [Requested] Spring 2017 - BIO 330L.2 - MICROBIOLOGY LAB (CRN: 10269)
- [Requested] Spring 2017 - CHI 202.1 - INTENSIVE INTERMED CHINESE II (CRN: 10391)

3. Select which accommodation(s) you are requesting for each course:

The alternate testing consists of all approved testing accommodations ie. extra time, use of a computer

Select Accommodation(s) for BIO 202.1

- Alternative Testing
- The ability to audio-record lectures

Student's textbooks available in alternate format

Click “Submit Your Accommodation Request”

4. Approved!

All accommodations approved for each class will listed

| Request Status | |
|---|---|
|  Approved | First Entered by: Katniss Everdeen First Entered on: 01/26/2017 at 10:36 AM Last Updated by: Lillian Liebenthal Last Updated on: 01/27/2017 at 08:25 AM |

Once approved SAS will email a Faculty Notification Letter to each professor. You must now schedule an appointment with your professor to discuss the delivery of each accommodation. You may print a copy for records.

 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

Note: It may take up to **10 seconds** to generate each PDF file.

Important Note: Your notification letter will be listed below if we have sent t any questions or concerns.

Select Class:

BIO 202.1 - HUMAN PHYSIOLOGY
Select Acco BIO 330.1 - MICROBIOLOGY

If you have trouble with completing the application or uploading your documentation please contact:

Student Accessibility Services
Shain Library, Room 236
sas@conncoll.edu
860-439-5428