1. Go to the Student Disability Resource Center homepage and click on “Student Login” for AIM

2. This will bring you to the Duo Authentication page. Log in with your university credentials. (Network Username should be the beginning portion of your email address)
3. This is your Dashboard. On the left-hand column, you can change your log in information, view the equipment you have checked out, view your approved accommodations (eligibilities), and schedule exams. You can also view all your Faculty Notification Letters.

4. Select “Alternative Testing”. This is the place where you will go to request exams.
5. Select the class you wish to schedule an exam for from the drop-down menu, and then select “Schedule an Exam”.

6. At the top, you will be reminded of your class meeting dates (MWF, T/Th, etc.), the time of your class, and the location.
   **Request Type**: Specify if your request is for a Quiz, Standard Exam, Final, or a computer-based test.
   **Date**: Enter the date of the exam.  
   **Time**: Enter the time of the exam.
   **Services Requested**: Select which accommodations you want to use.
   (Your approved testing accommodations will automatically populate here)
   **Additional Note**: Let us know if you have any additional information for the proctor.

Click “Add Exam Request”.

If it is a late request (less than 5 business days), you must continue to a second page and submit a reason as to why it is a late request. Your request will not go through if you do not complete this step.