How to Send your Faculty Notification Letters through AIM

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

   ![South Carolina Student Disability Resource Center](image)

   Every student deserves equal access to all aspects of the UofSC experience. Our team coordinates efforts to ensure that students with disabilities receive reasonable accommodations, and we serve as consultants to faculty, staff and campus partners.

   **Let’s Get Started**

   **Register With Us**

   To apply for accommodations, students must register with the Student Disability Resource Center. The application process does take time to complete and requires documentation from a treating physician.

   **Request Accommodations**

   Students who are already registered need to request new accommodations every semester. We encourage you to work closely with your professors to keep them informed of your needs.

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)*

   ![UofSC Shibboleth Authentication](image)
3. For every semester that you wish to receive your accommodations for, you must submit your Faculty Notification Letter (FNL) request. You will do this through AIM. On your homepage, you will select the classes you wish to send your letters for by checking the boxes. Then, click “Step 2 – Continue to Customize Your Accommodations”.

![Image of AIM dashboard showing class selection and accommodation steps.](Image)
4. On the next page, all your Classroom Accommodations will appear under each class. They are automatically checked. If there is an accommodation that you do not need for a class, you can uncheck it. Scroll down to view all your classes, and then click “Submit Your Accommodation Request”.

5. To confirm that your letters have been sent, you can go back to your Homepage, and next to each class you will see the word “Requested”. This ensures that your letters have been sent. You will also receive a confirmation email for each class you submitted a request for. Your instructors have now been notified of your accommodations, and you can schedule to take exams with our office.

As always, if you have ANY questions regarding this new process, please do not hesitate to contact the SDRC Graduate Assistants at SADRCGA@mailbox.sc.edu or 803-777-6142.