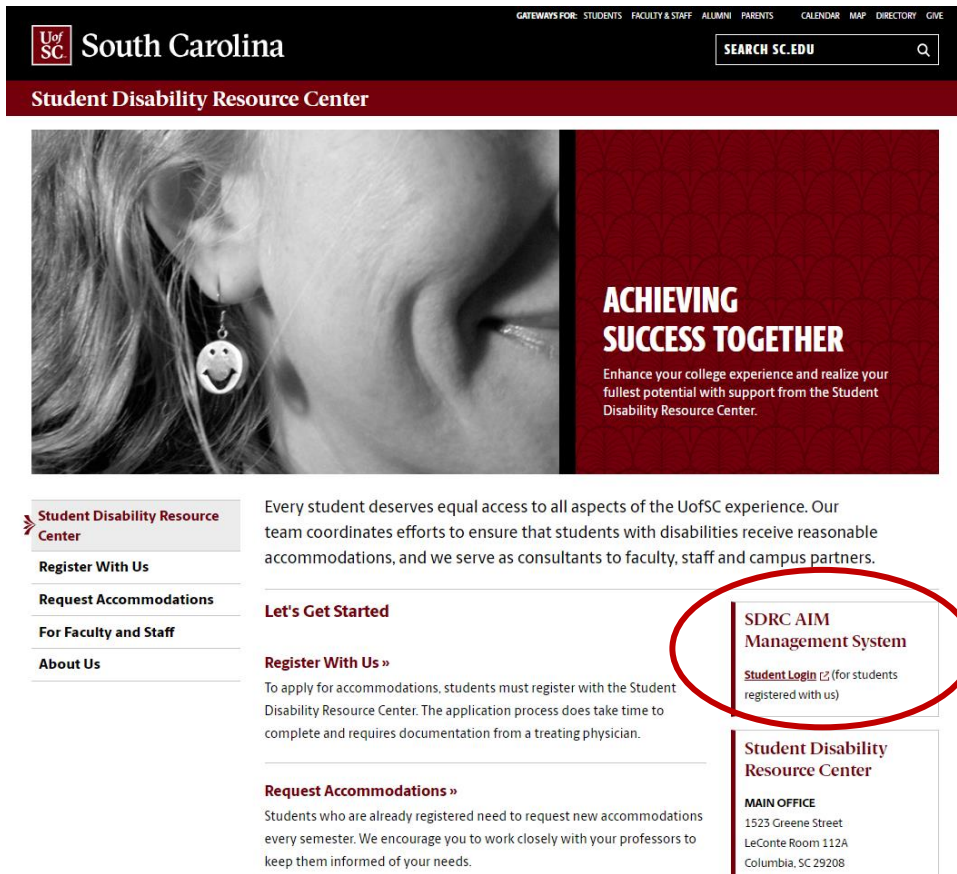


# How to Send your Faculty Notification Letters through AIM

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



UofSC South Carolina

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS CALENDAR MAP DIRECTORY GIVE

SEARCH SC.EDU

Student Disability Resource Center

**ACHIEVING SUCCESS TOGETHER**

Enhance your college experience and realize your fullest potential with support from the Student Disability Resource Center.

Student Disability Resource Center

Register With Us

Request Accommodations

For Faculty and Staff

About Us

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.

**SDRC AIM Management System**

[Student Login](#) (?) (for students registered with us)

**Student Disability Resource Center**

**MAIN OFFICE**

1523 Greene Street  
LeConte Room 112A  
Columbia, SC 29208

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


Login to Accessible Information Management, LLC

Network Username

Password

Don't Remember Login

Login

 ACCESSIBLE INFORMATION MANAGEMENT  
for higher education and beyond

[Forgot your password?](#)

[Need Help?](#)

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”.

The screenshot shows the 'My Dashboard' interface for the University of South Carolina. The main content area is titled 'OVERVIEW' and contains a section for 'Select Accommodations for Your Class'. This section includes an 'Important Note' and a list of courses for selection. A red circle highlights the course selection area, which is titled 'Step 1: Select Class(es)'. The courses listed are:

- Spring 2020 – PSYC 101.001
- Spring 2020 – CHEM 111.001
- Spring 2020 – BIOL 101.001
- Spring 2020 – ENGL 102.001

Below the list is a button labeled 'Step 2 - Continue to Customize Your Accommodations'. The left sidebar contains navigation links for 'Home' and 'My Accommodations', and a contact information section for the Primary Counselor.

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*”.

## OVERVIEW

Final Step: Select Accommodation(s) for Each Class

PSYC 101.001 – Intro to Psychology (CRN: 000000)

Instructor(s):

Days and Time(s):

Date Range(s):

Location(s):

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Access to PowerPoints (When Available) | <input checked="" type="checkbox"/> Adaptive Transportation | <input checked="" type="checkbox"/> Alternative Testing |
| <input checked="" type="checkbox"/> Braille                                | <input checked="" type="checkbox"/> Digital Voice Recorder  | <input checked="" type="checkbox"/> E-Text              |
| <input checked="" type="checkbox"/> Laptop for Note Taking                 |   |   |

**Submit Your Accommodation Requests**

Back to Overview

### Questions? Contact Us!

Please contact our office if you have any questions or concerns.

**Student Disability Resource Center**  
University of South Carolina  
LeConte College, Room 112A  
Columbia, SC 29208

Phone: (803) 777-6142  
Fax : (803) 777-6741  
Email : [SADRC@mailbox.sc.edu](mailto:SADRC@mailbox.sc.edu)

Accessibility is Everyone's Responsibility!

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](mailto:SADRCGA@mailbox.sc.edu) or 803-777-6142.