Purpose:
To inform students how to utilize AIM's Deaf/Hard of Hearing Portal.

Systems Used:
AIM – Deaf Hard of Hearing Module

Procedures:
Event organizer or the student or faculty member requesting services will enter their request in the AIM module as either a Class Request or Custom Request.

1. Click on Deaf and Hard of Hearing in lefthand column, then Custom Requests for all request types
2. Select **Classroom Accommodation** to create requests for courses you are enrolled in, or **Custom Request** for all others – labs, workshops, meetings, etc.

**Classroom Accommodation**

1. Choose course by CRN number and select the accommodation(s) you are requesting from the list, then submit request. If you decide to alter your accommodations or to drop the class, come back to this page and Update Request to make necessary changes.
2. Once requests are approved, you’ll see service provider(s) assigned to your course by logging into the Deaf and Hard of Hearing module, located on the left-hand navigation menu.
Custom Requests

1. Click the green box titled Schedule Custom Request
2. Choose the class associated with your custom request, or choose non-class related

3. Enter all pertinent info into the request, as example shows below. Enter any notes for the coordinator in the Notes section. Important: Zoom info must be entered in Location field if meeting is virtual.
4. Copy request is available if this will be a repeated event. Once you click on Copy Request, all of the same information will appear. Edit as needed, then hit Submit. Repeat as needed.

After clicking on Copy Request, a new window will appear with all of the same information as your original request. All you have to do is enter the new date. Repeat as needed.