

AIM Instructions Step 1 Applicant Status

Submit an application using the AIM Portal

What is AIM? AIM stands for Accessible Information Management. This is a new system the Center for Accessibility and Neurodiversity, or the CAN office, is implementing that will allow a student to request, manage, and coordinate accommodations via the AIM Portal. In order to receive accommodations, you must go through this process and be approved.

These instructions will guide you through the process of submitting an application in the AIM Portal to request accommodations. If you are new to the CAN office and have never used the AIM portal before, please follow this process.

Begin at the IVCC Webpage by going to ivcc.edu. Click the Student Experience tab located at the top right of the page then click the Center for Accessibility and Neurodiversity tab. This takes you to the CAN webpage. The shortcut to the AIM Portal is found at the top of the CAN webpage. Click the AIM Accommodations Portal button to be automatically routed to the AIM Portal. Click the link beneath New Student to go to the Online Student Application.

Complete and submit the application to apply for services. Enter your personal information, contact information, and address. Use your IVCC email when an email address is asked for. Under Additional Information, use the drop-down list to select your primary disability.

Scroll down to Prior Accommodations. This is where you will check any boxes for accommodations you have previously received. To the right you will see Requesting Accommodations at CAN-this is where you will request accommodations by clicking the appropriate check boxes. If you are unsure about past or present accommodations, fill in what you can and know that accommodations will be discussed at the intake meeting.

Answer the additional questions then submit the application by clicking the Submit Application button. Once your application is successfully submitted, you will be assigned as an Applicant in the AIM Portal. Within 48 hours, you should receive an email from The CAN office with further information in your IVCC student email.

At this time, the CAN office isn't requiring students to upload documents into the AIM portal-please bring any relevant documentation with you to your intake appointment. If you have questions about what is considered relevant documentation, please contact the CAN office via the information below or on the home page of the AIM Portal.

To schedule your intake appointment or, if you need to change accommodations that you are eligible for, please contact Tina Hardy at the Center for Accessibility and Neurodiversity at (815) 224-0634, (815) 224-0284, or via email at tina_hardy@ivcc.edu.