

AIM Instructions Step 2 User Status

Choose accommodations for your classes in the AIM Portal

Following your intake appointment, your application and documentation will be reviewed. If you are approved for accommodations, you will be transferred from Applicant status to User status in the AIM Portal. As a User, you will be able to choose which accommodations you want to use for certain classes.

You will begin by opening your IVCC student email. You will receive an email with the Subject “(CAN) Username and password”. Scroll to the bottom of the email to find your temporary AIM Username and Password. If you don’t see the email, check your junk folder.

Use the temporary credentials to log into the AIM Portal by following the link provided in the email. Once you are logged into the AIM Portal, you must change the temporary username and password to your IVCC network login credentials (Your K#@ivcc.edu and 14-digit password).

Once you have successfully logged into the AIM Portal using your IVCC login username and password, go to your dashboard. You should see a list of your classes-if you do not see a list of your classes, please contact the CAN Office.

Step 1:

Begin by selecting all class(es) you are currently requesting accommodations for by clicking on the checkbox next to the class. Once you have selected your classes, you are able to customize which accommodations you want to use by clicking “Continue to Customize Your Accommodations”.

Step 2:

Accommodations you’re generally eligible for should be listed under your class or classes. Click the checkbox next to the accommodation(s) you want to use in that specific class. You may not want to use all of your approved accommodations in all of your classes, just select the one(s) you need for each specific class. When you have finished selecting the accommodations you want to use in each class, you will click the Submit Your Accommodation Requests Button at the bottom of the page. A green checkmark should appear that says your request was submitted successfully. The system will generate letters via email to both you and your instructors within 48 hours.

Please be patient with this entire process as it is new to all of us. Contact the CAN office with questions or concerns.