

AIM Instructions – 2 Step Process

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.

1. 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.
2. 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.
3. 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.
4. 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 the Center for Accessibility and Neurodiversity office at (815) 224-0634 or via email at can@ivcc.edu.

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.

First

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”.

Next

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.

Finally,

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