

## How to Request Your Accommodations

**Please note:** accommodations MUST be requested every term to apply to your classes. We cannot provide accommodations retroactive, so please plan ahead. If you have questions, contact your ACES Advisor, or [access@oit.edu](mailto:access@oit.edu)

**We highly recommend that as soon as you register for your classes, to request your accommodations at the same time.**

1. Log into your AIM account, by going to <https://bachelor.accessiblelearning.com/OIT/>
  - a. Or, type “accommodations” into the search bar in TechWeb, and click on the person icon
2. Select the box in front of the class(es) that you would like to use your accommodations. Click on “Step 2” button to continue.
3. Select as many or as few accommodations you’d like to use for each class.
  - a. Submit them for approval.