



Disability & Testing Services

Completing Accommodation Release Form

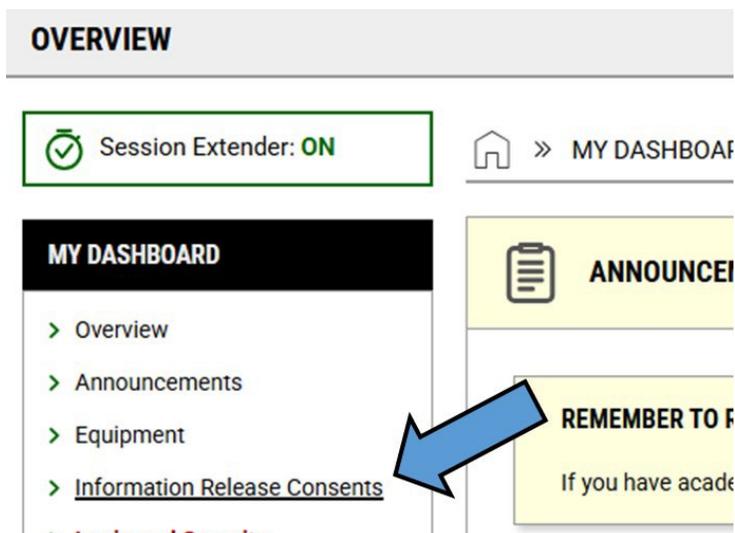
Getting Started

Log into AIM by navigating to TechWeb and selecting the “**Accommodations (Student)**” tile:



Step 1 – Information Release Consents Module

Select the “**Information Release Consents**” link in the My Dashboard menu:



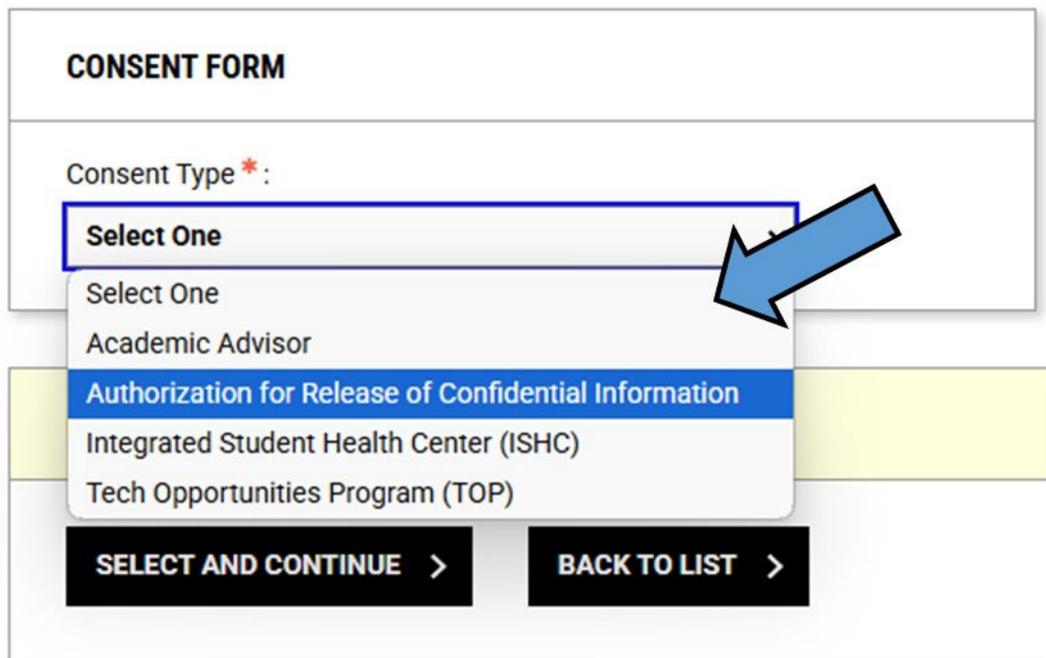
Step 2 – New Information Release

Click the “**New Information Release**” button in the top-right corner of the overview screen:



Step 3 – Selecting the Form

Select the release form you are wanting to complete from the drop-down list. Three options (Academic Advisor, ISHC, and TOP) are internal, Oregon Tech releases, while the other is intended for external release (parents, spouse, partner, etc.)



A screenshot of a form titled 'CONSENT FORM'. The 'Consent Type *:' field has a drop-down menu open. The menu options are: 'Select One', 'Academic Advisor', 'Authorization for Release of Confidential Information' (highlighted in blue), 'Integrated Student Health Center (ISHC)', and 'Tech Opportunities Program (TOP)'. A blue arrow points to the 'Authorization for Release of Confidential Information' option. Below the menu are two buttons: 'SELECT AND CONTINUE >' and 'BACK TO LIST >'.

Step 4 – Complete All Required Fields

Each form has their own set of required fields that are indicated with a red star. The duration for each release is defaulted to 1 year (365 days), however, this can be adjusted by using the date selector.

Step 5 – Submitting Release Form

Once you have completed all the required fields, scroll to the bottom and change the status to “**Confirm to Proceed**” and then click the “**Submit Information Release Consents Form**” button to submit the form.

FORM SUBMISSION

I Have Read And Understand The Above Statement Regarding The Information Release Consent * :

Confirm to Proceed ▾

SUBMIT INFORMATION RELEASE CONSENTS FORM > **BACK TO LIST >**

Modifying/Viewing Completed Forms

Once you have an authorization form completed, it will be visible in the “Information Release Consents” module overview. To view or make modifications, click the “**View**” button next to the form and it will take you back into the form to make modifications or to view current authorizations.

Records Found: 1 (Showing: 1 - 1)		
View	Co... Type	Contact Person Full Name
View	Authorization for Release of Confidential Information	Henry "Indiana" Jones

Deactivating Your Authorization

If you decide later that you wish to change your authorization, you can go into the “Information Release Consents” module (Step 1 above), then click “View” next to the Release Form. Once in the form, scroll down and you should see a “Status” drop-down menu that is set to “Active”; selecting that menu and changing the status to “**In-Active**” will deactivate the authorization.

