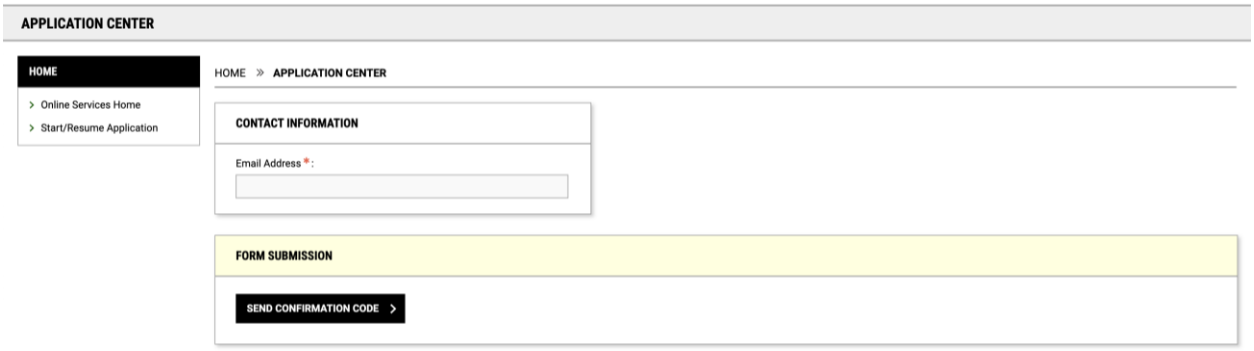
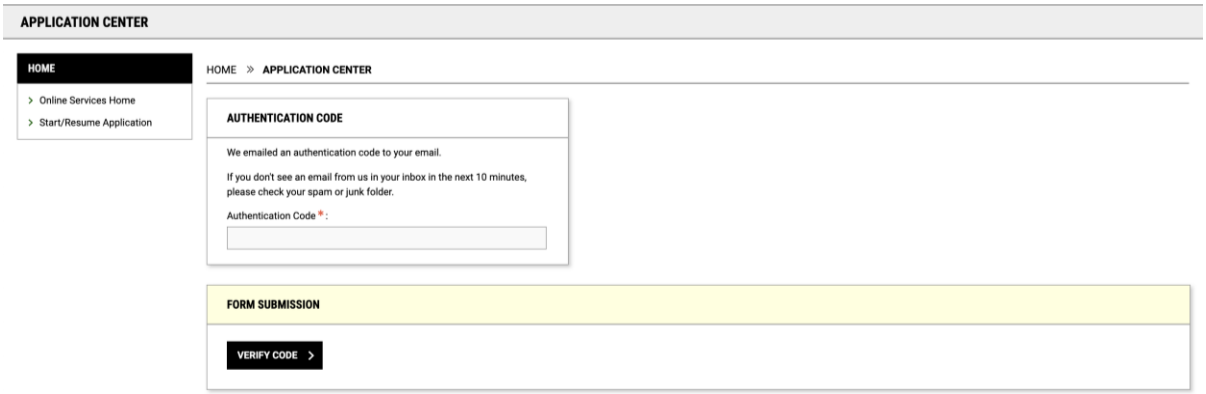
Steps to submit an application to AIM

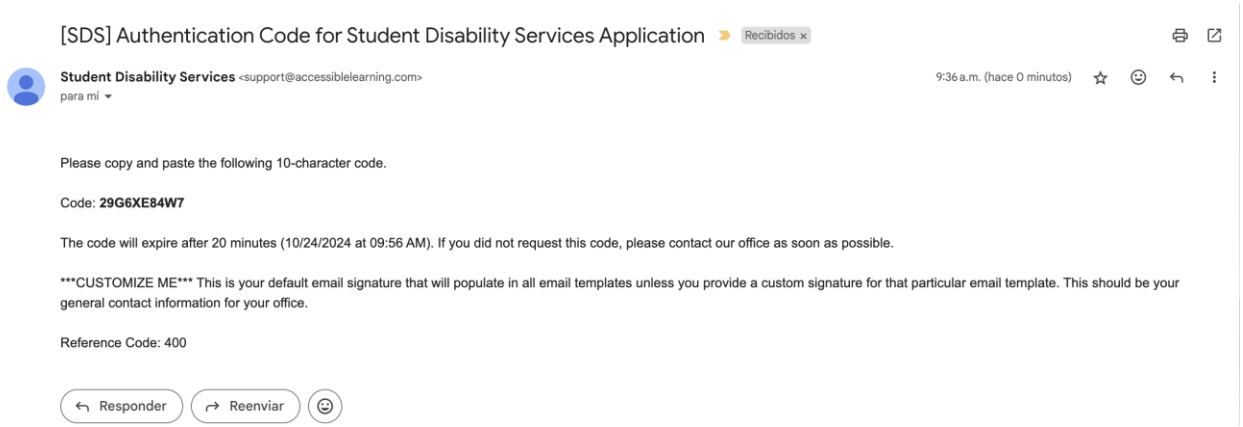
1. Access the **Accommodation Portal website,** enter your **email address** and click on **SEND CONFIRMATION CODE.**



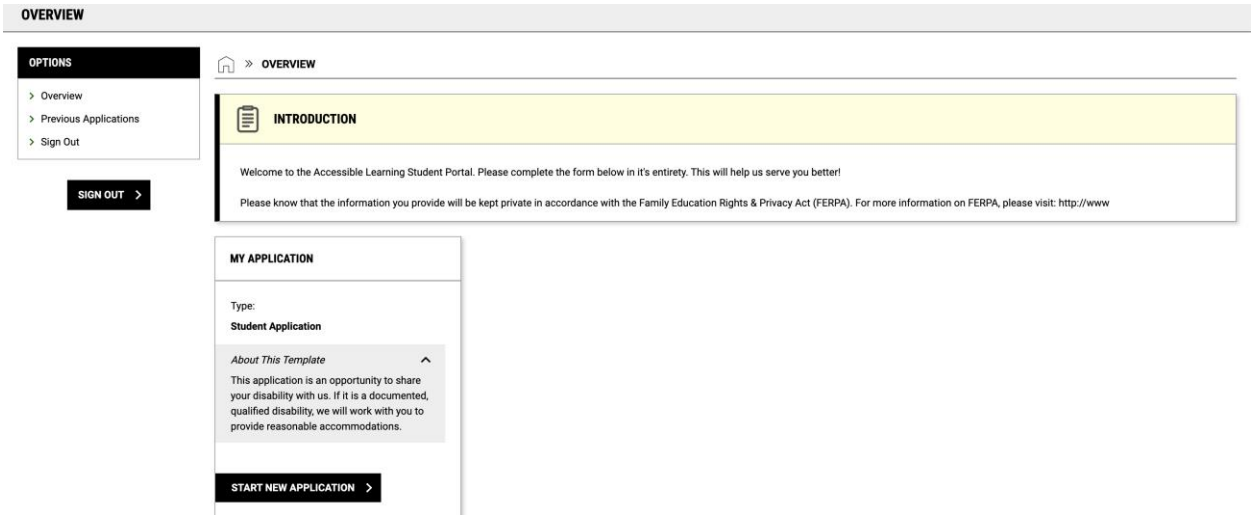
2. We emailed an authentication code to the email provided previously. Remember, the authentication code will expire after 20 minutes.



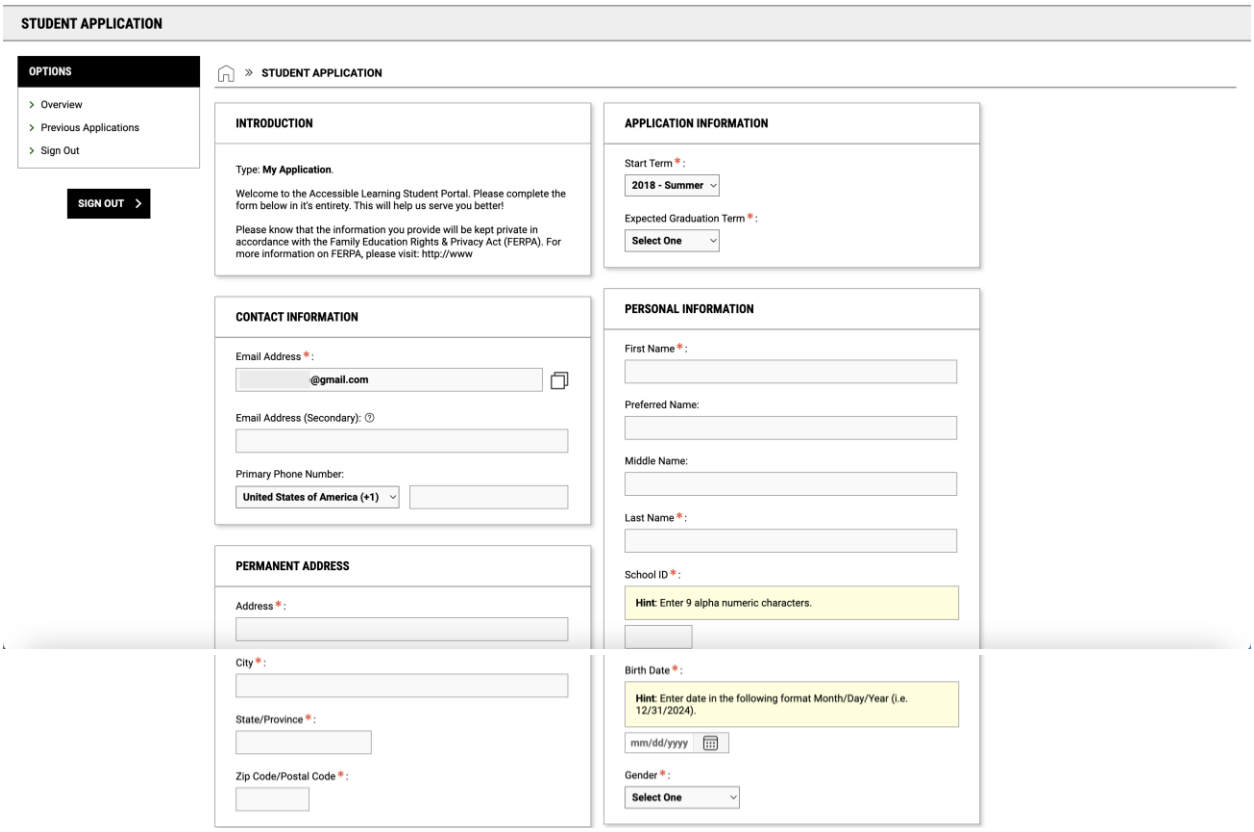
3. Open your email account, locate the email from **Student Disability Services**, and **copy and paste** the verification code.



4. Click on the **START NEW APPLICATION** button.



5. Begin completing all the blanks in the form with your information, ensuring you fill in every field marked with a red asterisk. When you finish click on the **Create application draft** button.



SECONDARY DISABILITIES

Hint: Select up to **50** options.

Deaf and Hard of Hearing

- [ ] Deaf
- [ ] Hard of Hearing

General Category

- [ ] Downs Syndrome
- [ ] Kurzweil Only
- [ ] Other
- [ ] Temporary Disability

Intellectual Disability

- [ ] Communication Impairment
- [ ] Fragile X FXS
- [ ] Intellectual Disability
- [ ] Joubert's Syndrome

Learning Disability

- [ ] Central Auditory Processing Disorder (CAPD)
- [ ] Comprehension Disorder
- [ ] Dyscalculia
- [ ] Dysgraphia
- [ ] Dyslexia
- [ ] Dyspraxia
- [ ] Irlen Syndrome
- [ ] Learning Disability
- [ ] Math
- [ ] Math Disorder
- [ ] Memory Loss
- [ ] Processing Disorder
- [ ] Reading
- [ ] Reading Disorder
- [ ] Visual Processing Disorder
- [ ] Written Expression Disorder

Mental Health Disability

- [ ] ADD / ADHD
- [ ] Agoraphobia
- [ ] Alzheimer's Disease
- [ ] Anxiety Disorder
- [ ] Autism Spectrum Disorder
- [ ] Bipolar Disorder
- [ ] Borderline Personality Disorder
- [ ] Cognitive Impairment
- [ ] Depression
- [ ] Dissociative Identity Disorder
- [ ] Eating Disorder
- [ ] Insomnia
- [ ] Mood Disorder
- [ ] Neurodevelopmental Disorder
- [ ] Obsessive Compulsive Disorder (OCD)
- [ ] Obsessive Compulsive Personality Disorder (OCPD)
- [ ] Oppositional Defiant Disorder
- [ ] Panic Disorder
- [ ] Personality Disorder
- [ ] Pervasive Development Disorder
- [ ] Post Traumatic Stress Disorder (PTSD)
- [ ] Schizoid Personality Disorder
- [ ] Schizophrenia
- [ ] Schizotypal Personality Disorder
- [ ] Severe Hypersomnia
- [ ] Social Phobia
- [ ] Tourette Syndrome
- [ ] Trichotillomania (TTM)

Physical Disability

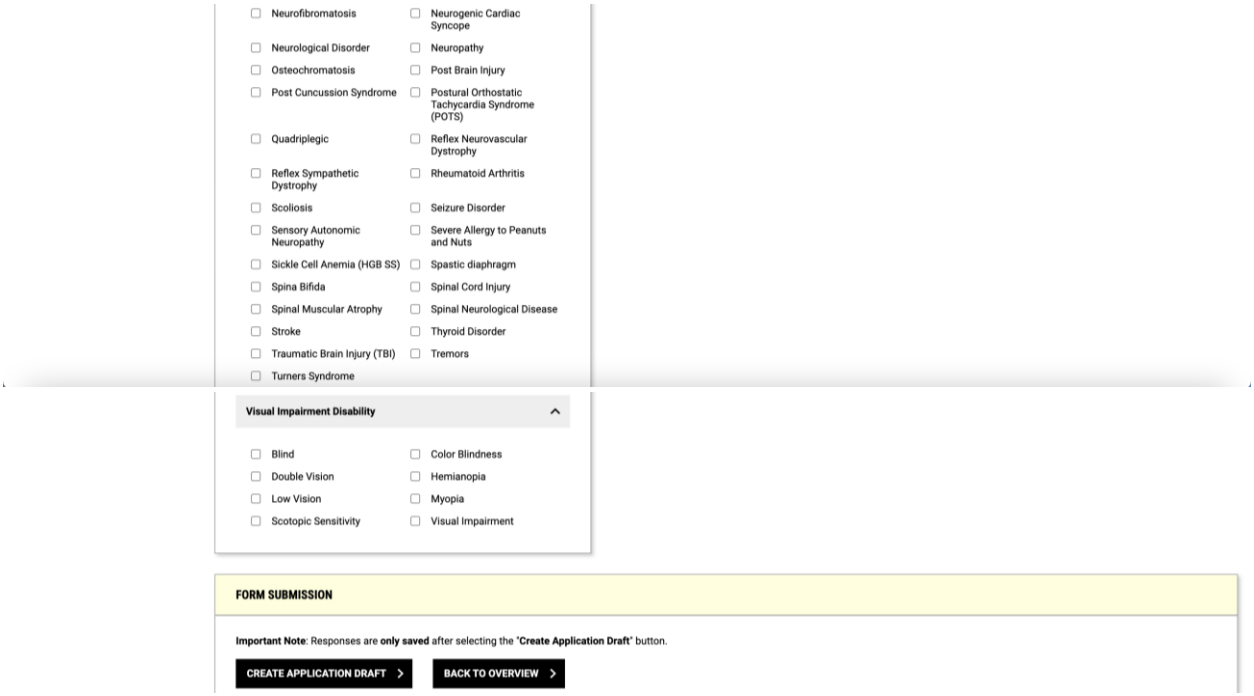
- [ ] Acid Reflux (GERD)
- [ ] Adrenal Insufficency (Addison's Disease)
- [ ] Allergies
- [ ] Arthritis
- [ ] Asthma
- [ ] Back Injury
- [ ] Birth Defects
- [ ] Bone Disease
- [ ] Brain Fog
- [ ] Brain Tumor
- [ ] Cancer
- [ ] Cardiac Condition
- [ ] Carpal Tunnel
- [ ] Cerebral Palsy
- [ ] Chronic Fatigue
- [ ] Chronic Headache Syndrome (CHS)
- [ ] Chronic Heart Condition
- [ ] Chronic Medical Condition
- [ ] Crohn's Disease
- [ ] Cystic Fibrosis
- [ ] Diabetes
- [ ] Ehlers-Danlos Syndrome (EDS)
- [ ] Encephalopathy
- [ ] Endometriosis
- [ ] Epilepsy
- [ ] Fibromyalgia
- [ ] Gastrointestinal Problems
- [ ] Gastroparesis
- [ ] Generalized Pain Syndrome
- [ ] Graves Disease
- [ ] Growth Hormone Deficiency
- [ ] Hashimotos Disease
- [ ] Head Injury
- [ ] Health
- [ ] Heart Disease
- [ ] Hydrocephalus
- [ ] Hypermobility
- [ ] Irritable Bowel Syndrome (IBS)
- [ ] Klinefelter's Syndrome
- [ ] Liver Transplant
- [ ] Lupus
- [ ] Lyme Disease
- [ ] MBD (Bone Disease)
- [ ] Meniere's Disease
- [ ] Migraines
- [ ] Multiple Sclerosis
- [ ] Muscular Dystrophy
- [ ] Narcolepsy

DISABILITY INFORMATION

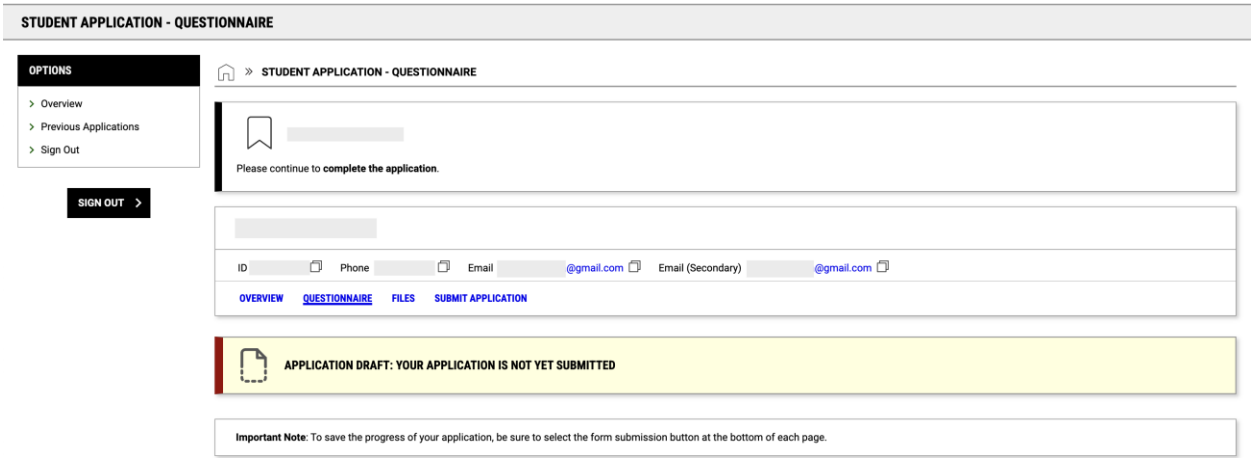
Primary Disability *:

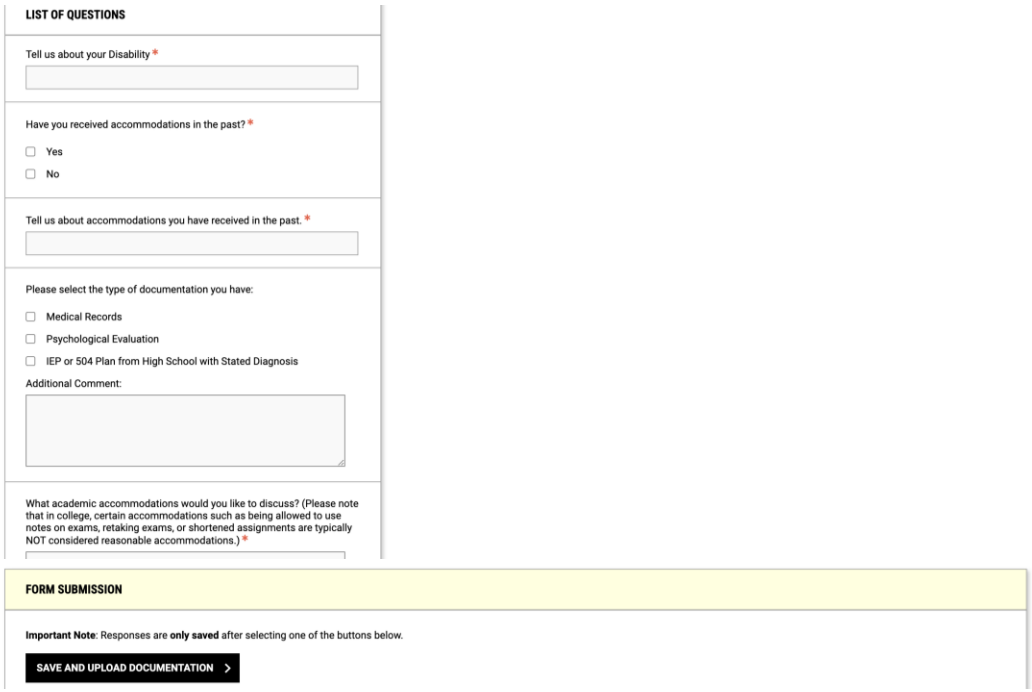
Select One

Other Disability Or Note:

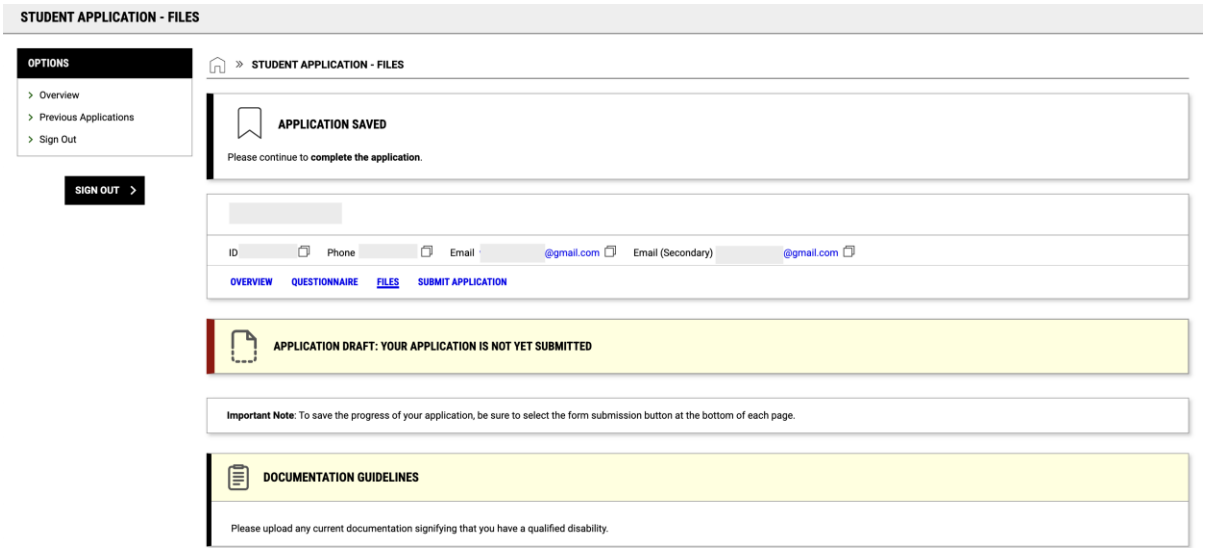


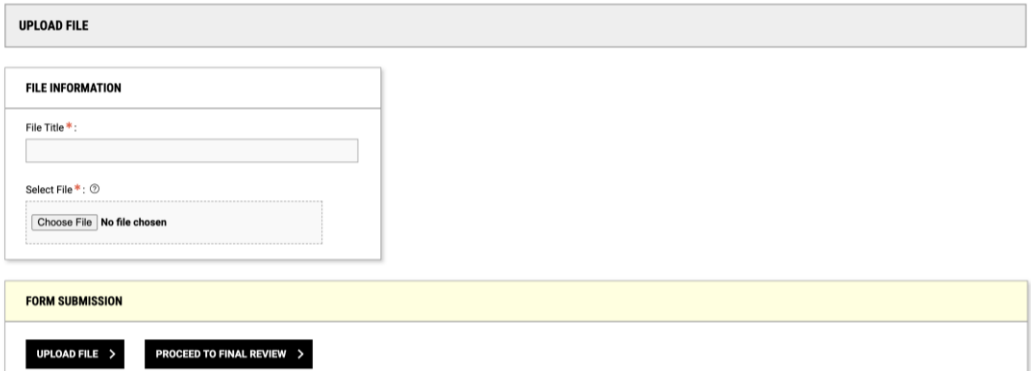
6. Now you will be asked to fill in the information about your disability. When you finish click on the **SAVE AND UPLOAD DOCUMENTATION** button**.**



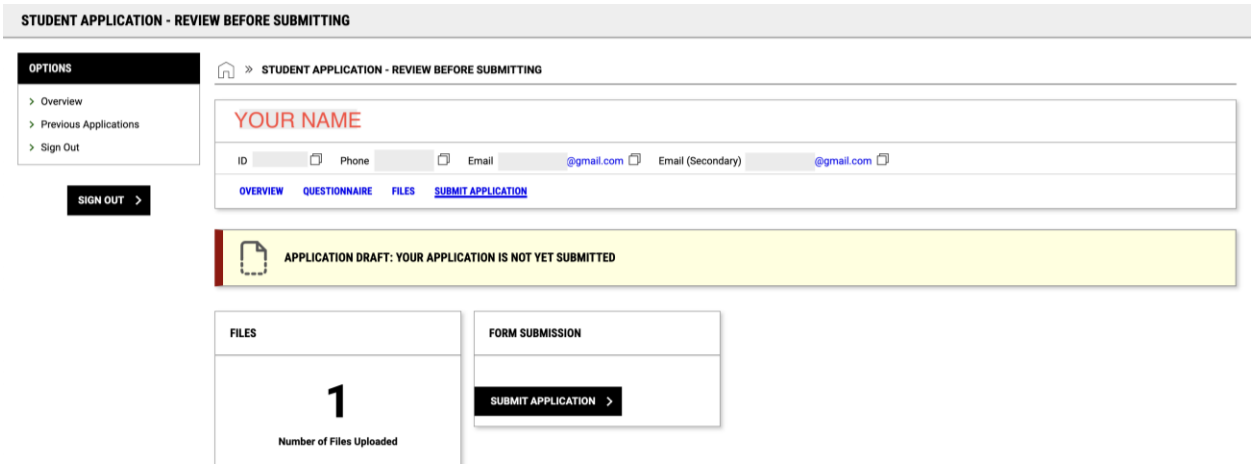


7. In this section, you must upload all the necessary documentation as proof of your disability. After submitting the documentation, click on **PROCEED TO FINAL REVIEW. Remember to click on UPLOAD FILE each time a document is submitted.**

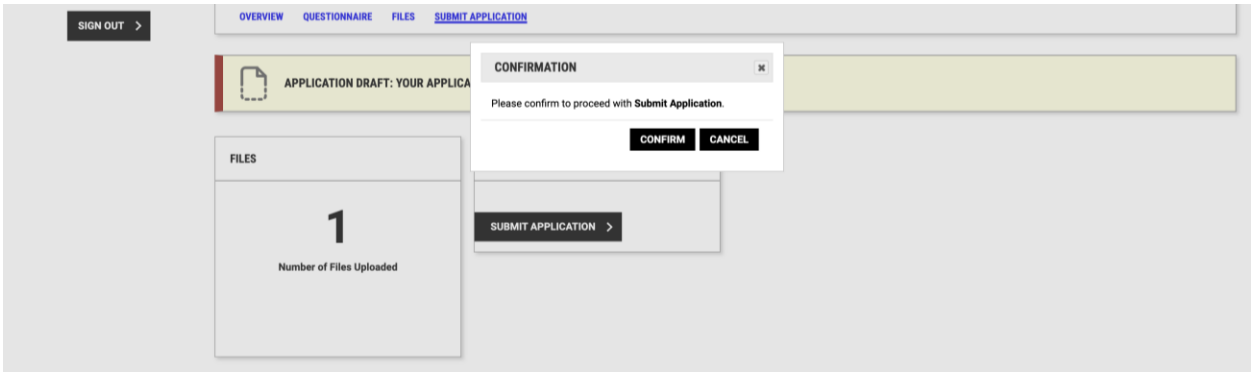




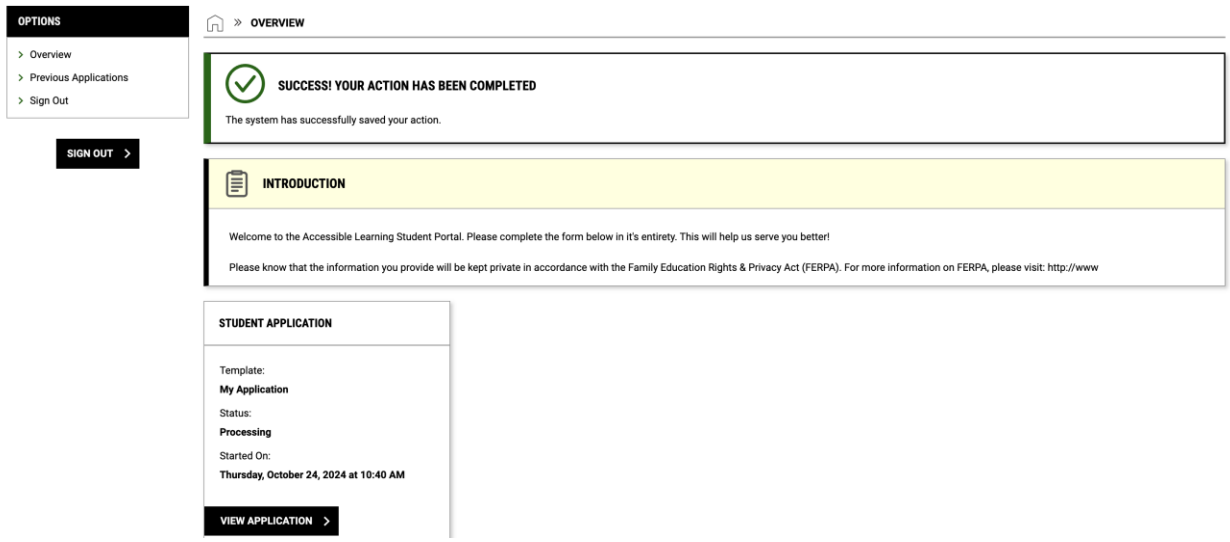
8. In the “submit application” tab you will be able to review all your information and documentation.



9. Click on the **SUBMIT APPLICATION** button and proceed to confirm the action.



10. Your application has been submitted and is currently under review.



11. You will receive an email stating that your application, along with the uploaded documentation, will be reviewed, and we will contact you regarding the next step in the process.