After you have completed your intake meeting with your assigned Student Disability Services counselor, you will be able to request your accommodations through your secure AIM profile.

To access your AIM profile, visit the SDS website at depts.ttu.edu/sds.

Navigate to the ‘Quick Links’ section and select the second link entitled ‘Request LOAs and Manage Accommodations.’

Choose the sign in option available on the next screen and login by entering your eRaider username and password.

Your dashboard will show an overview of accommodation requests for the current semester, your academic counselor’s name and information, as well as important messages on your to-do list.

In order to request accommodations, click the “plus” button on accommodation requests overview, or click “request accommodations” on your to-do list if you haven’t done so already.

Select the drop-down arrow to view more information about this process if needed. Below, you will see a selection area for your current semester's classes, which is Step 1: Choose classes.

Simply click on the check box next to your classes to indicate that you would like to request accommodations for that specific course. Select ‘Continue to next step’ to customize your accommodations, which is Step 2.

Non-lecture course sections such as labs may appear. Select these check boxes to confirm that you would like to request accommodations in those sections as well. Select ‘continue to next step’ to proceed.

All courses you selected previously should then appear with specific class details under the drop-down arrow. The accommodations you have previously discussed with your SDS counselor should be listed under each course.

Select the accommodations you would like to receive by checking the box next to those specific accommodations. These accommodations may include note taking, or alternative testing which is extended time and quiet location. Accommodations can be different for each course.

Once you have selected your accommodations, select the statement of understanding regarding the LOA process which includes meeting with your professors to discuss accommodation implementation. Finally, click “Submit Request.”

After submitting your accommodation request, your accommodation request overview will indicate each of the classes that you have requested accommodations for. This will notify our office that your requests are ready to be reviewed. At first, the status of the LOA request will be marked as “Processing.” Once they have been approved, the AIM system will generate a letter of your chosen accommodations that will then be emailed to the instructor of record.

The notification letter status will then indicate “Approved.” Click the drop-down arrow to see the Request Summary with details regarding when the LOA was last emailed to your instructor. You will be also able to view a PDF of the letter of accommodation after it has been sent.

You have now completed the process to request your classroom accommodations. It is now your responsibility to request a meeting with each instructor for the classes in which you have requested letters of accommodation, to verify and implement those accommodations.

If you have any questions, please contact your SDS counselor.