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 profile will list any important messages, followed by a selection area of 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 customize your accommodations, which is Step 2.

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

All courses you selected previously should then appear with specific class details. 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 Box entitled ‘Submit your Accommodation Request’.

After submitting your accommodation request, your AIM profile will indicate ‘Requested’ next to each of your chosen courses. The AIM system will then 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’ and ‘Emailed’ once the letter of accommodation has been sent to each instructor. You will be able to view a PDF of the letter of accommodation after that letter is emailed to the instructor.

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.