**AIM Student Exam Scheduling**

1. ** Open TechWeb and click on the Accommodations Tile**

1. **In AIM click on the “Alternative Testing” link on the far right hand side-bar menu**

1. **Select the appropriate course from the drop down menu and click on “ Schedule an Exam” **

**\*If your course does not appear please contact your instructor. Your instructor must submit their testing agreement before a test can be scheduled.**

1. **Fill out the prompts accordingly and select what accommodations you would like to utilize. Click on “Add Exam Request”**

