

## **Disability & Testing Services**

## How to Request Your Accommodations

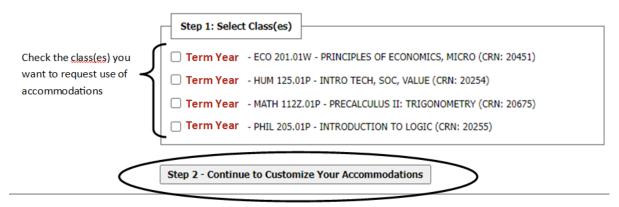
Please note accommodations MUST be requested every term to apply to your classes. Students need to request each term as courses and professors change. **We cannot provide accommodations retroactively, so please plan ahead.** 

We highly recommend that as soon as you register for your classes, you request your accommodations at the same time. Here is how you Request Your Accommodation(s):

1. Access your AIM account: log into TECHweb and click the "Accommodations (Student)" icon.



2. Select the box in front of the class(es) that you would like to use your accommodations. Click on "Step 2" button to continue.



 Select as many or as few accommodations you'd like to use for each class and then click "Submit Your Accommodation Requests" at the bottom.

```
User Service Center: List Accommodation Requests
Final Step: Select Accommodation(s) for Each Class
 ECO 201.01W - Principles Of Economics, Micro (CRN: 20451)
Instructor(s):
                     Instructor's Name
Days and Time(s):
                    Not Specified
                    Term Start Date - Term End Date
Date Range(s):
Location(s):
                     Class Location
  Select the check box if you have entered a WRONG CRN. You will not be required to specify your accommodation
    Select Accommodation(s) for ECO 201.01W
        Alternative Testing
                                      Submit Your Accommodation Requests
                                                                                 Back to List
```

If you have questions, please contact us at access@oit.edu