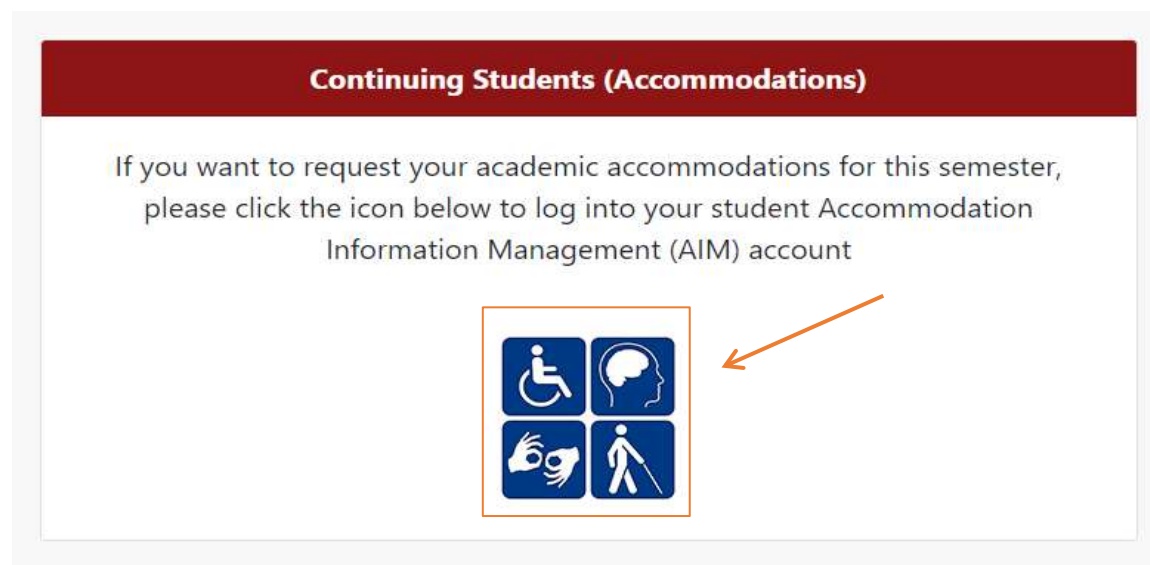


How to request services through Aims

Signing into AIMS

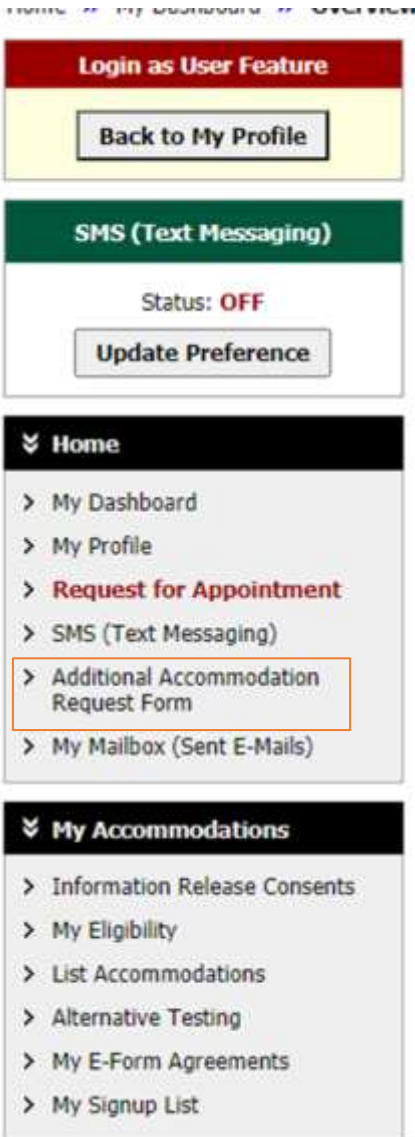
1. Start by going to Student Access Service page on the College of the Siskiyous Website or Click on this link: [SAS Website Page](#).
2. Scroll down and click on the Blue Icon in the Continuing Student (Accommodations) section.



3. Log into AIMS using your College of the Siskiyous email.

Requesting Accommodations

1. To request for additional accommodations, click on the “Additional Accommodation Request Form” link in the “Home” box.



2. Click on the “Submit Additional Accommodations Request Form” button
3. Fill out the Application by selecting the class you wish to have the additional accommodations for. You may select multiple classes.

Step 1: Select Class(es)

- Fall 2010** - FIN 36053.601 - BUSINESS FINANCE (CRN: 18523)
- Fall 2010** - LIS 60610.001 - MNGMT LIBRARIES AND INFO CNTRS (CRN: 10858)
- Fall 2010** - NRST 20208.200 - NURSING AGENCY III (CRN: 17080)
- Fall 2010** - POL 40182.001 - CON LAW:GOVT POWERS (CRN: 12115)

4. After Selecting the classes click on the “Step 2 – Continue to Customize Your Accommodations” button.

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

5. A new page will open, and each class will be listed. Down below each class will be the options of accommodations available for that class. Click on the needed accommodation and a check mark will fill the space to show you have selected it.

FIN 36053.601 - Business Finance (CRN: 18523)

Instructor(s): **Michael Bubble**
 Days and Time(s): **MW at 05:30 PM - 06:45 PM**
 Date Range(s): **04/01/2014 - 12/31/2018**
 Location(s): **RCA 00216 (Campus: KC)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for FIN 36053.601

- Alternative Testing
- Attendance Consideration
- Braille
- E-Text
- Interpreting
- Notetaking Services
- Real Time Transcribing

6. Once finished click on the “Submit Your Accommodation Request” button on the bottom of the page.



7. You have now successfully requested for additional accommodation. A new page will appear with a prompt stating you have successfully processed the request. If this prompt does not appear please start the process over.



8. Now that your accommodations request has been processed someone from Student Access Services (SAS) will reach out to you to discuss the accommodations. Please note an additional appointment may be needed to discuss these new accommodations.

Video of Submitting Additional Accommodations

[How Student Submits or Cancels Accommodation Request](#)