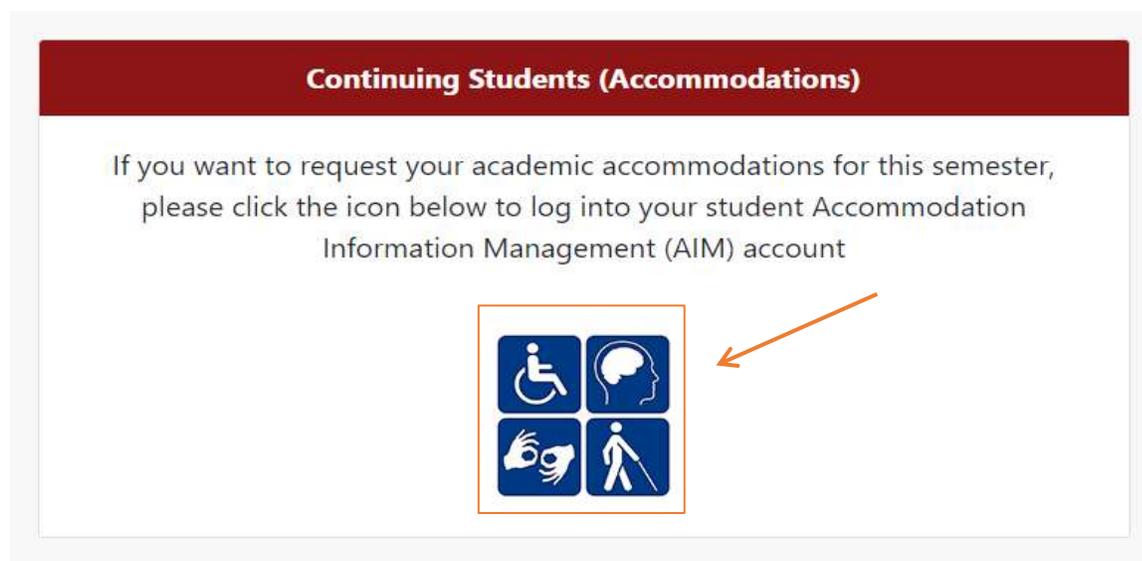


How to Request for an Appointment through AIMS

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.

Request for Appointment

1. After signing any E-forms click on “Request for Appointment” in red lettering. This will be in the “Home” box on the left-hand side. This will be the 3rd option.

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **OFF**

[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > **Request for Appointment**
- > SMS (Text Messaging)
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements
- > My Signup List

2. A new page will appear with a button in the middle stating “Request for Appointment”.

Click on this.

REQUEST FOR APPOINTMENT

IMPORTANT NOTES

Date and time to be determined. A scheduler will reach out to you about a specific time

[Request For Appointment](#)

- This will bring you to a new page to fill out details of the appointment such as preferred time and dates as well as what the appointment is for and where you would like to meet. Once this is filled out click on the “Submit Request for Appointment” button.

REQUEST FOR APPOINTMENT

IMPORTANT NOTES
Date and time to be determined. A scheduler will reach out to you about a specific time

Appointment Request Detail
Campus * : Select One
 Cascade Campus
 Corvallis Campus
Who You Would Like to Meet * :
Type * :
Note or Concerns:

APPOINTMENT PURPOSE(S)

Information Request
 GED Test Reviewing IEP/504 Plan

Intake Appointment
 Financial Aid - Reduced Enrollment Finding Service Provider

Training
 Livescribe Training Read Write Gold Training

SELECT YOUR AVAILABILITIES

MONDAY 04/27/2020	TUESDAY 04/28/2020	WEDNESDAY 04/29/2020	THURSDAY 04/30/2020	FRI 05/
<input type="button" value="09:00 AM - 10:30 AM"/>	<input checked="" type="button" value="09:00 AM - 10:30 AM"/>	<input type="button" value="09:00 AM - 10:30 AM"/>	<input type="button" value="09:00 AM - 10:30 AM"/>	<input type="button" value="09:00 AM - 10:30 AM"/>
<input type="button" value="10:30 AM - 12:00 PM"/>	<input type="button" value="10:30 AM - 12:00 PM"/>	<input type="button" value="10:30 AM - 12:00 PM"/>	<input type="button" value="10:30 AM - 12:00 PM"/>	<input type="button" value="10:30 AM - 12:00 PM"/>
<input type="button" value="01:00 PM - 02:30 PM"/>	<input type="button" value="01:00 PM - 02:30 PM"/>	<input type="button" value="01:00 PM - 02:30 PM"/>	<input type="button" value="01:00 PM - 02:30 PM"/>	<input type="button" value="01:00 PM - 02:30 PM"/>



Submit Request for Appointment

Back to List Requests

4. The Appointment Request has been submitted and a Student Access Service (SAS) staff member will reach out to you with a time and date that correlates with your available times. Please leave at least two available times to allow for flexibility. If this is not possible, please contact the SAS office.

Video of Requesting Appointments:

[Appointment Request Feature](#)