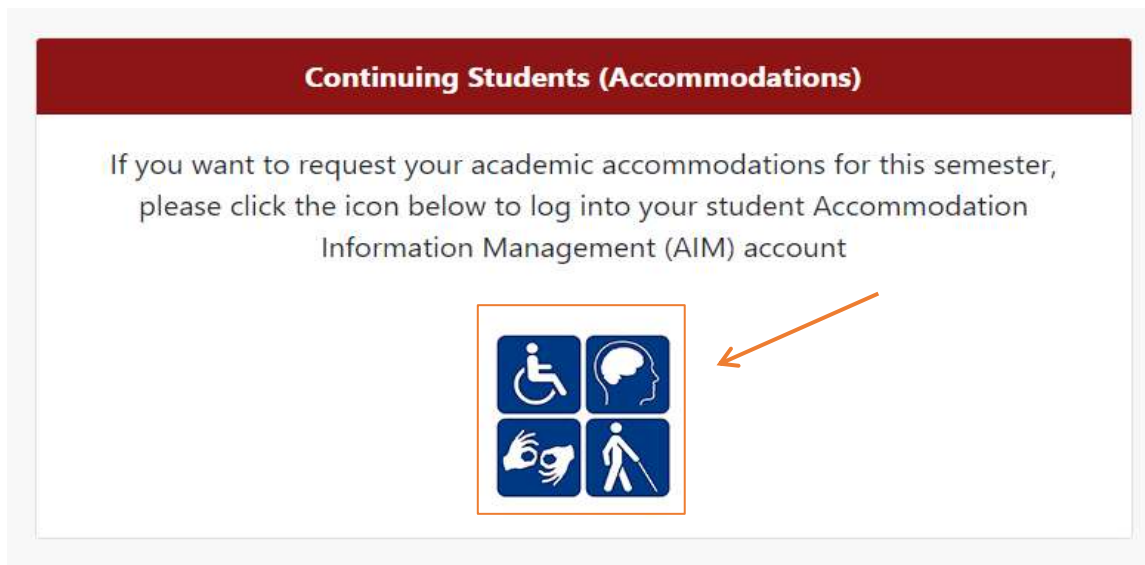


How to Sign E-forms in AIMS

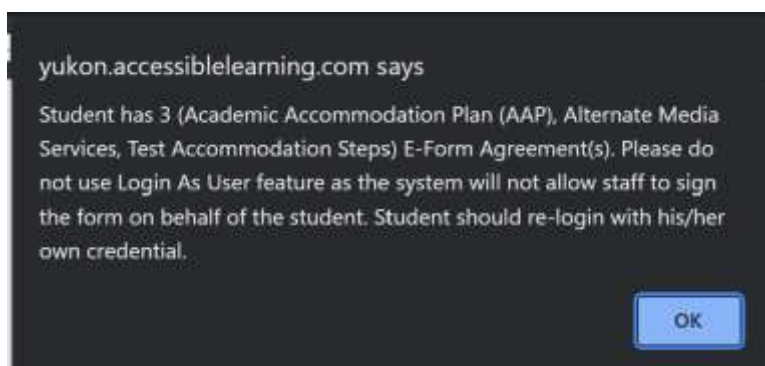
1. Start by going to Student Access Service page on the College of the Siskiyous Website or Click on this link: [SAS Website Page](#).
2. Scroll down and click on the Blue Icon in the Continuing Student (Accommodations) section.



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

E-Forms

4. Once in AIMS make sure to sign any E-forms that have populated the page. You will get a notification of any E-forms needing to be signed upon entering your account.



5. To sign any E-forms click on the E-form needing to be signed.
6. It will redirect you to a new page with the information regarding the E-form Agreement.
On the bottom of the page will be a button that states “ “. Click the button to sign the E-Form agreement.
7. A new page will appear with confirmation that your E-Form has been signed. If you would like to look over these E-Forms again or would like to double check that you signed them, click on the “My E-Form Agreements” tab in the “My Accommodations” box.

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

8. This will take you to a new page to show previously signed E-forms. This is how you will know if the signed E-form was received by Student Access Services (SAS). You can click on the “View” button to look over the E-Form again if you would like. If you do not see the e-form signed in this location start the process over from the beginning.

MY E-FORM AGREEMENTS

PREVIOUSLY SIGNED

Important Note: The following list includes all forms that **were signed previously**. Please let us know if you have any questions regarding this feature.

Student Access Services

College of the Siskiyous
800 College Avenue
Weed, California 96094
Phone: (530) 938-5297 (Voice)
Email: sas@siskiyous.edu

Number of Records Found: **2**

Show Limit: **100** per Page **Update**

Showing Records: **1 - 2**

Form Title	Date Signed	View
Academic Accommodation Plan (AAP)	08/25/2021 at 02:30:30 PM	View
Student Responsibilities Agreement	08/25/2021 at 02:30:30 PM	View