## ACCESS AND ABILITY CENTER HOW TO REQUEST YOUR FACULTY NOTIFICATION LETTER

#### Login to MyGiant

• Go to the AIM Portal from your dashboard

### Skip if you have signed your agreement forms

- Review each agreement
- At the bottom of the page, type in your name and click "Submit."

### Initiate FNL Request

Under Accommodations Requests, click Add Request
 for Class.

#### Select Your Classes

- Check the boxes for the classes.
- Click Continue to Next Step.

#### **Choose Accommodations**

- For each class determine the accommodations you may need.
  - Check the box of each individual accommodations or to check
    all accommodations, click "Select All."
    - If no accommodations are needed, select "I do not need accommodation for this course."

#### **Select Your Classes**

- In the "Final Step" box, check "I am requesting accommodations..."
  - Click Submit Request.

#### After Submission:

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- Email Notification: You and your instructors will receive a confirmation email, except for requests involving adaptive furniture, Braille, ASL interpreters, or real-time captioning.
- Special Accommodations: For these specific requests, the AAC office will contact you via your COS email before approval.

**Next Steps**: Follow up with the AAC office for test appointments or to access alternative media/equipment.





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Action Required: System finds the following form		
Available Forms:		
1. Academic Accommodation Plan (AAP)		
2. Classroom Audio Recording		
3. Equipment Loan		
4. Rights and Responsibilities		
CONTINUE TO SIGN ELECTRONICALLY >		
	Accommodation Requests SPRING 2025	
	0	+
	Number of Requests	Add Request

STEP: SELECT COURSES		
0	AAC COURSE 001.00000 - AAC SAMPLE COURSE (CRN: AAAAA)	
0	Apply the same accommodations to all selected courses.	
CONTINUE TO NEXT STEP >		





# Scan the QR code for video instructions!

