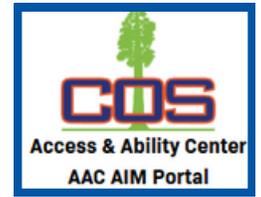


ACCESS AND ABILITY CENTER

HOW TO REQUEST YOUR FACULTY NOTIFICATION LETTER

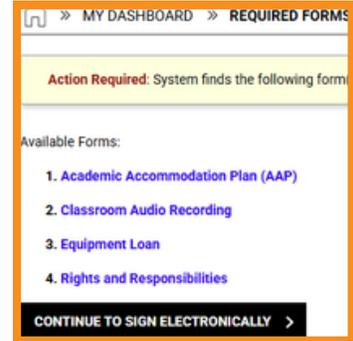
1 Login to MyGiant

- Go to the AIM Portal from your dashboard



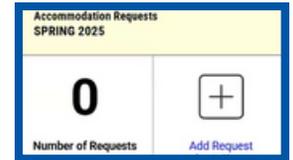
2 Skip if you have signed your agreement forms

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



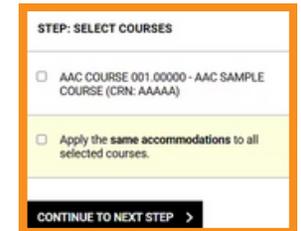
3 Initiate FNL Request

- Under Accommodations Requests, click Add Request for Class.



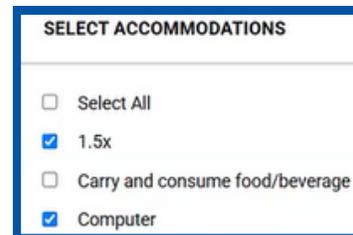
4 Select Your Classes

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



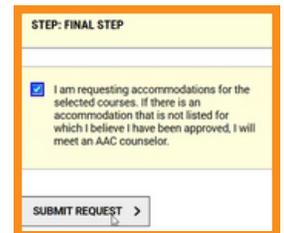
5 Choose Accommodations

- 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."



6 Select Your Classes

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



After Submission:

- 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.



Scan the QR code for video instructions!

