Requesting Accommodation Letters Through AIM

1. Log In to SDS at www.tamuc.edu/sds

2. Click “Apply Here” >>> Sign In using your MyLeo login information

3. First time logging in? (If not, please proceed to #4)
   Read: “Procedures for Accommodations”
   Read: “Testing Agreement”
   Type: First and last name at the bottom to sign.

4. Click "My Accommodations” > "List Accommodations"

5. Review: The Important Note

6. “Step 1: Select ALL Class(es)"

7. "Step 2 Customize Your Accommodations"
   Select Accommodation(s): For EVERY COURSE check boxes for ALL accommodations.
   Double check your requests!

8. “Submit Your Accommodation Requests.” Your accommodation letter will be emailed to the instructor and you will be copied on the email.

9. Be Sure To Follow-Up: SDS recommends that you meet with your instructor during office hours, or schedule an appointment to speak with them if you feel clarification is needed.