Requesting Accommodation Letters Through AIM

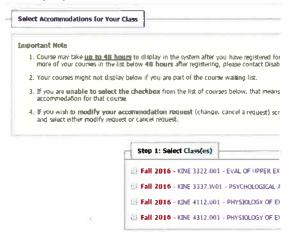
- 1. Log In to SDS at www.tamuc.edu/sds
- 2. Click "Apply Here" >>> Sign In using your MyLeo login information
- 3. First time logging in? (If not, please proceed to #4)

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.