

# Requesting Accommodation Letters Through AIM

1. Log In to SDS at [www.tamuc.edu/sds](http://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)"**

Select Accommodations for Your Class

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for more of your courses in the list below 48 hours after registering, please contact Disab
2. Your courses might not display below if you are part of the course waiting list.
3. If you are unable to select the checkbox from the list of courses below, that means accommodation for that course
4. If you wish to **modify your accommodation request** (change, cancel a request) scr and select either modify request or cancel request.

**Step 1: Select Class(es)**

- Fall 2016 - KINE 3322.001 - EVAL OF UPPER EX
- Fall 2016 - KINE 3337.W01 - PSYCHOLOGICAL #
- Fall 2016 - KINE 4112.001 - PHYSIOLOGY OF E
- Fall 2016 - KINE 4312.001 - PHYSIOLOGY OF E

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.