

If you submitted your documents for registration with the Office of Disability Services (ODS) in the past you may be ready to start using our new AIM platform.

This overview is to help you navigate the first steps of the process.

First, we suggest you save the following link to your bookmark bar for future use under the name **ODS login**

<https://teton.accessiblelearning.com/Westmont/>

Then go to the [ODS Welcome](#) page where you will find the *Returning ODS Student* link to click.



Welcome to Westmont Office of Disability Services (ODS)!
We are currently using a new disability services platform called Aim. Below are links to get you started.

[Returning ODS Student](#)

[New ODS Student Application](#)

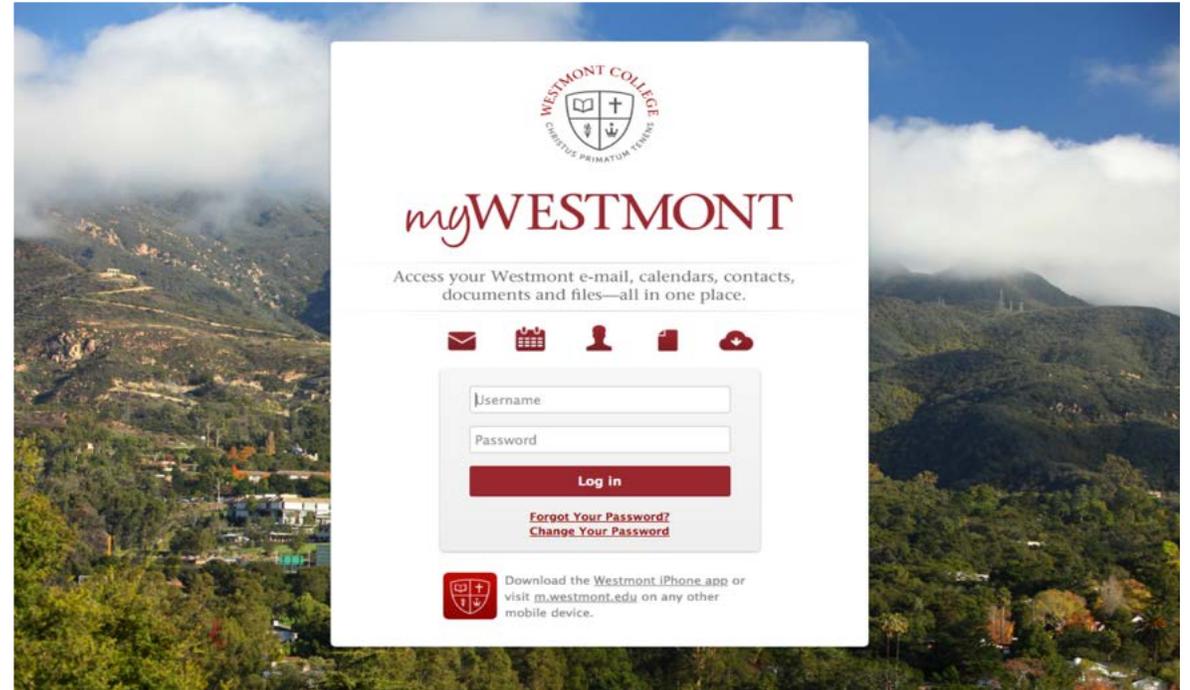
Important note for incoming students: Requests for accommodations will be processed according to our deadlines. ***We prefer to receive applications and documentation by August 1, 2020 for incoming students.*** Please keep in mind we will process completed files according to the date received and if received late, this may delay implementation of accommodations.

How to Request Accommodations

Quick Checklist

- Complete our ***new*** Disability Services Application!
- Upload your disability documentation using our new AIM platform (links provided in a response email).
- Schedule an appointment with ODS at ods@westmont.edu
- Meet with the director for your "interactive process" to discuss accommodations (may be virtual).
- ~~Once accommodations are determined, accommodation letters will go to your~~

Using your Westmont username and password, sign in. If the page doesn't immediately transfer you to the Aim platform you may try clicking the login link again and it should show you the following screen.



A pop-up reminder will ask you to complete your annual agreement forms before moving forward. After these are signed, future login attempts should take you directly to your profile.

Student has 4 (Notetaker Accommodation Agreement, ODS Confidentiality Statement, ODS Grievance Procedure, Student Rights and Responsibilities) E-Form Agreement(s). Please do not

Once you are on the Aim website you should see your name at the top left corner. (Arrow)

From here, you can go to *My Dashboard* or your *Profile* to view details and make any changes needed. (Circles)

Check your profile for accuracy especially in regard to you disability “eligibility”. This is the term used to describe your particular condition as it relates to accommodations.

The screenshot shows the user interface of the Westmont website. At the top, a dark red navigation bar contains the text "Welcome Katniss Everdeen!" followed by "My Profile", "My Mailbox (Sent E-Mails)", and "My Accommodations". The "My Profile" link is circled in blue. Below this bar is the Westmont logo, which consists of a shield with a cross, a book, and a crown, followed by the word "WESTMONT" in red. A blue arrow points from the "My Profile" link to the logo. Below the logo is a dark grey navigation bar with "My Dashboard" circled in blue. Underneath, a breadcrumb trail reads "Home >> My Dashboard >> Overview". The main content area is divided into two columns. The left column has a red header "Login as User Feature" and a yellow box with a "Back to My Profile" button. Below this is a grey sidebar with a "Home" section containing "My Dashboard" and "My Profile" links. The right column has a red header "OVERVIEW" and a yellow box with a red warning triangle icon, the text "IMPORTANT MESSAGE(S)", and the message "Please read the following message(s) regarding your account: Your To Do List: No Accommodation Requests Found".

Go to *Accommodations*. Select the courses you'll need accommodations. Check boxes.

Select *Continue to Customize Your Accommodations*

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 your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resource Center.
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 you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Summer 2015 - AMM 301.E01 - APPAREL PRODUCT ANALYSIS (CRN: 53355)
- Summer 2015 - AMM 301L.E01 - APPAREL PRODUCT ANALYSIS LABORATORY (CRN: 53356)
- Summer 2015 - IBM 301.E01 - PRINCIPLES OF MARKETING MANAGEMENT (CRN: 52794)
- Summer 2015 - MHR 301.E01 - PRINCIPLES OF MANAGEMENT (CRN: 53126)
- Summer 2015 - SPN 151.E01 - ELEMENTARY SPANISH I (CRN: 52944)

PLEASE NOTE: By requesting accommodations (for each class), you are consenting to the release of these accommodations to your Instructor by DRC.

Step 2 - Continue to Customize Your Accommodations

Select Accommodations - check the accommodations that you would like to use in each class and, select *Submit Your Accommodation Requests*.

Home >> My Dashboard >> Overview

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: **In-Active**

Update Preference

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Request for Additional Accommodation Consideration

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

AMM 301.E01 - Apparel Product Analysis (CRN: 53355)

Instructor(s): Deborah Johnson
Days and Time(s): T at 06:00 PM - 07:50 PM
Date Range(s): 06/22/2015 - 09/03/2015
Location(s): 45 153

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for AMM 301.E01

Notetaking Services Test Accommodations

Submit Your Accommodation Requests **Back to Overview**

You may see some of your accommodation requests under the status heading “Processing” until you meet with Sheri Noble or your accommodation is approved.

An email to your professor will be generated and sent by ODS once your accommodations are approved.

If you need to speak to the director about other concerns you may have, Feel free to set up an appointment time under **Request for Appointment**. You can select times that work for you and an email will be sent to ODS with your requested times.

ODS will reach out to you with the selected appointment time and you are all set! At this time all appointments will be virtual.

The screenshot shows a web interface for requesting an appointment. At the top, there is a navigation bar with links: Home, My Dashboard, Request For Appointment, My Profile, My Mailbox (Sent E-Mails), My Accommodations, and Sign Out. Below the navigation bar, there is a sidebar with a 'Login as User Feature' and a 'Back to My Profile' button. The sidebar also contains a menu with options: Home, My Dashboard, My Profile, Request for Appointment (highlighted), Additional Accommodation/Documentation, My Mailbox (Sent E-Mails), My Accommodations, Information Release Consents, My Eligibility, List Accommodations, Alternative Testing, Notetaking Services, My E-Form Agreements, and Agreements with Instructors. At the bottom of the sidebar, there is contact information for the Primary Advisor, Beth Whitcomb, with a 'Send Email' link.

The main content area is titled 'REQUEST FOR APPOINTMENT'. It features an 'IMPORTANT NOTES' section with the text: 'Date and time to be determined. A scheduler will reach out to you about a specific time'. Below this is the 'Appointment Request Detail' section, which includes a 'Type' dropdown menu set to 'Remote (Skype, Zoom, Nexus)' and a text area for 'Note or Concerns' containing the text 'My start up appointment for the semester!'. The 'SELECT YOUR AVAILABILITY' section includes an 'Important Note' that says 'Please select at least 3 available times'. Below the note is a grid of appointment slots for Monday through Friday, with times ranging from 09:00 AM to 05:00 PM.

MONDAY 08/24/2020	TUESDAY 08/25/2020	WEDNESDAY 08/26/2020	THURSDAY 08/27/2020	FRIDAY 08/28/2020
09:00 AM - 10:00 AM	09:00 AM - 10:00 AM	09:00 AM - 10:00 AM	09:00 AM - 10:00 AM	09:00 AM - 10:00 AM
11:30 AM - 12:30 PM	10:30 AM - 01:00 PM	11:30 AM - 12:30 PM	10:30 AM - 11:30 AM	11:30 AM - 12:30 PM
01:00 PM - 02:00 PM	02:00 PM - 03:00 PM	01:00 PM - 02:00 PM	12:00 PM - 01:00 PM	01:00 PM - 02:00 PM
02:30 PM - 03:30 PM	04:00 PM - 05:00 PM	02:30 PM - 03:30 PM	02:30 PM - 03:30 PM	02:30 PM - 03:30 PM