



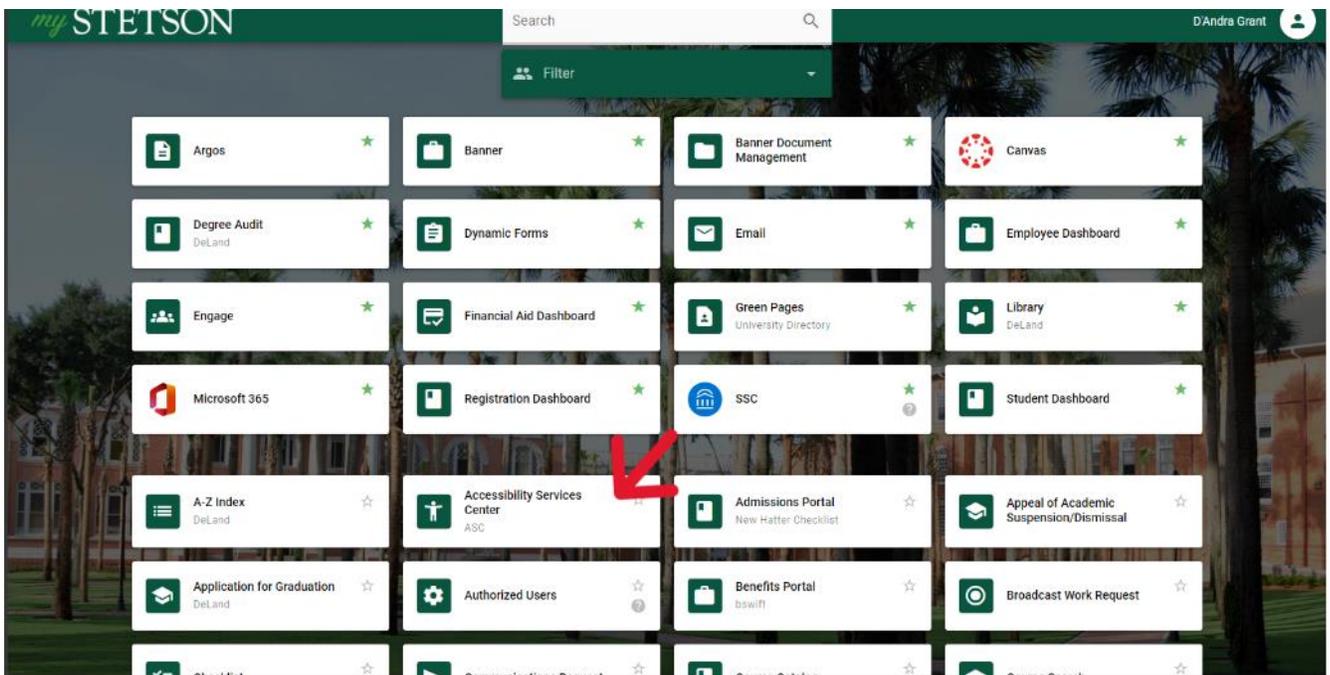
Accessibility Services Center

Stetson University

How to Request Accommodations

Before requesting accommodations you must first get connected with our office. For instructions, please visit [Accessibility - Home - Stetson University](https://www.stetson.edu/accessibility) and select 'New Accommodations'

Step 1:



Visit your my.stetson page a click on the ASC page (Figure 1).

Figure 1: Stetson's My Stetson home page with a red arrow pointing to the "Accessibility Services Center" Tab

Step 2:
Select Renew Accommodations (Figure 2).

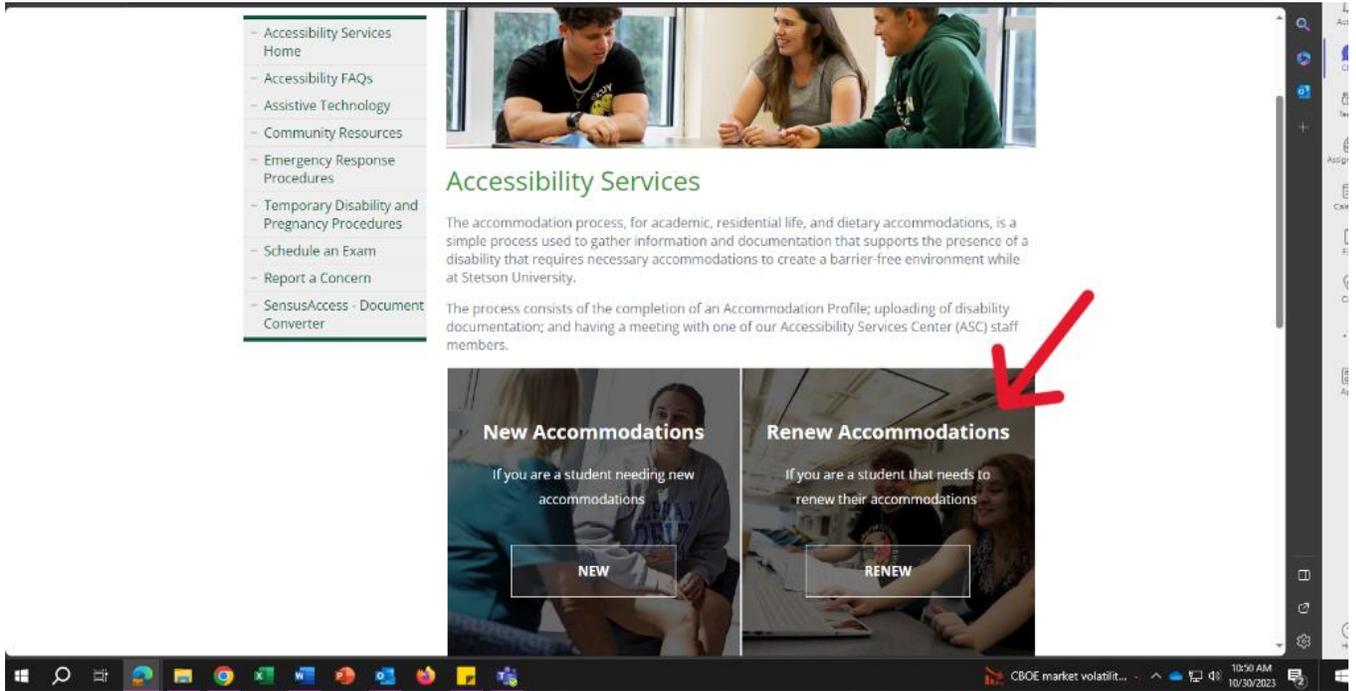


Figure 2: ASC Webpage-With a Red Arrow Pointing to Renew Accommodations

Step 3:
Select Request/ Renew Accommodations (Figure 3)

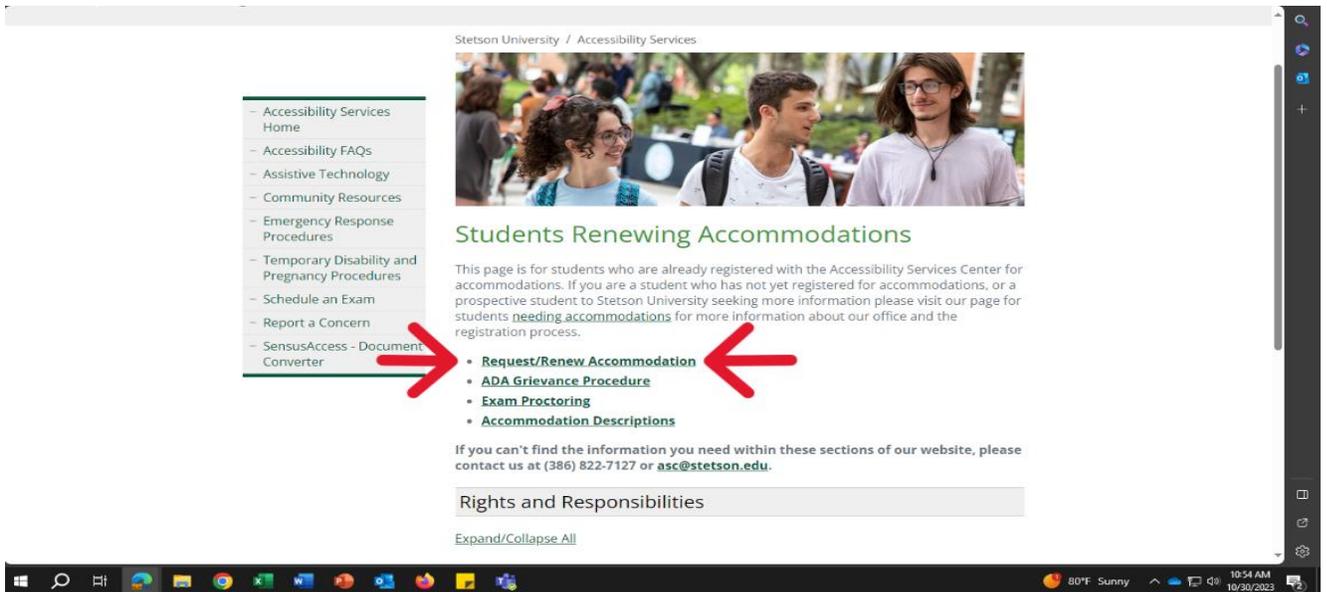


Figure 3: Stetsons Accessibility Webpage for “Students Renewing Accommodations” with a red arrow pointing to the “Request/Renew Accommodations Link”

Step 4:
This will re-route you to your AIM Webpage dashboard. Scroll Down to Select Accommodations

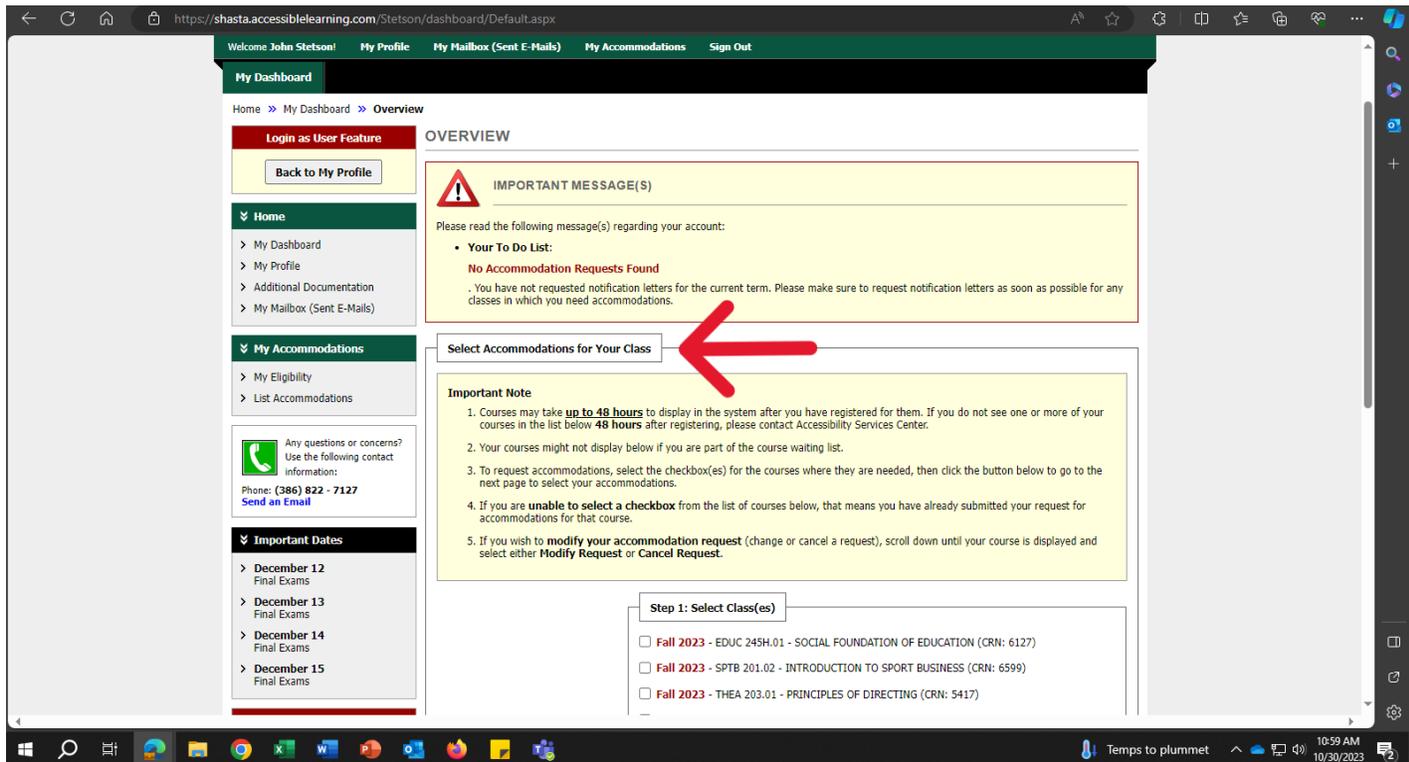


Figure 4: Stetson AIM Webpage, with a red arrow pointing to “Select Accommodations for your class.”

Step 5: Select The Classes You Are Requesting Accommodations For

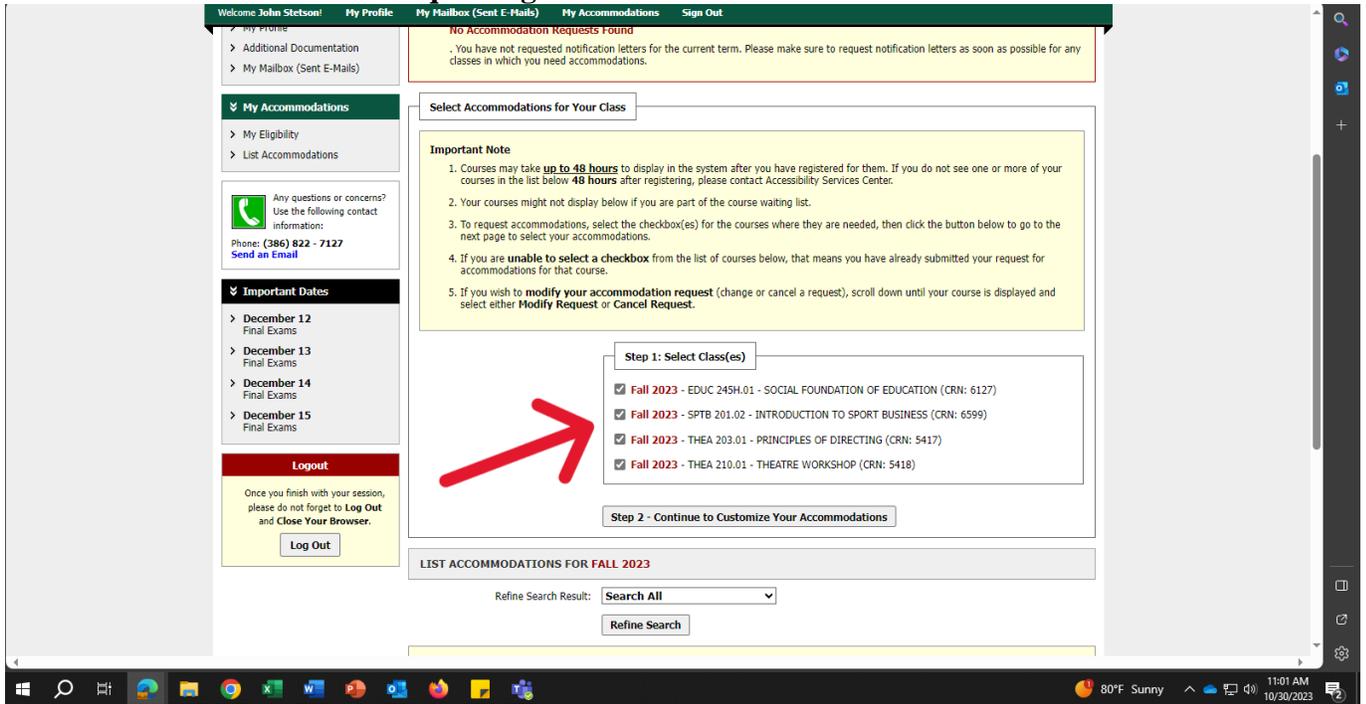


Figure 5: Stetson AIM Webpage, with a red arrow pointing to "Select classes."

Step 6: Select Step 2-Continue to Customize Your Accommodations

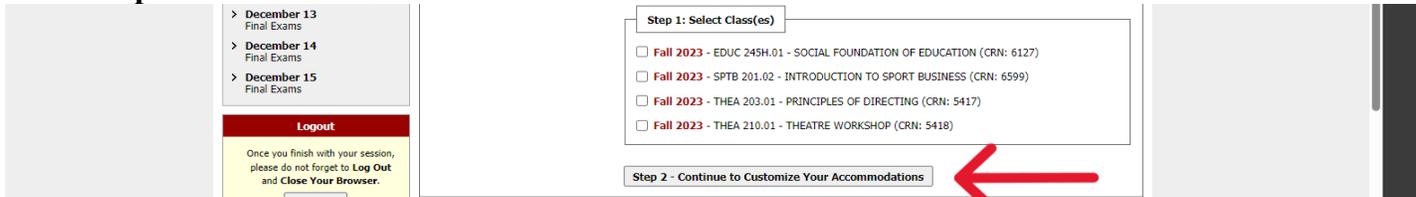


Figure 6: Stetson AIM Webpage, with a red arrow pointing to "Select Step 2-Continue to Customize Your Accommodations"

Step 7:

The next page will list your classes for the upcoming term. Under the headings ‘**Select Accommodation(s) for your class,**’ select the accommodation(s) you would like to use for each class (Figure 7).

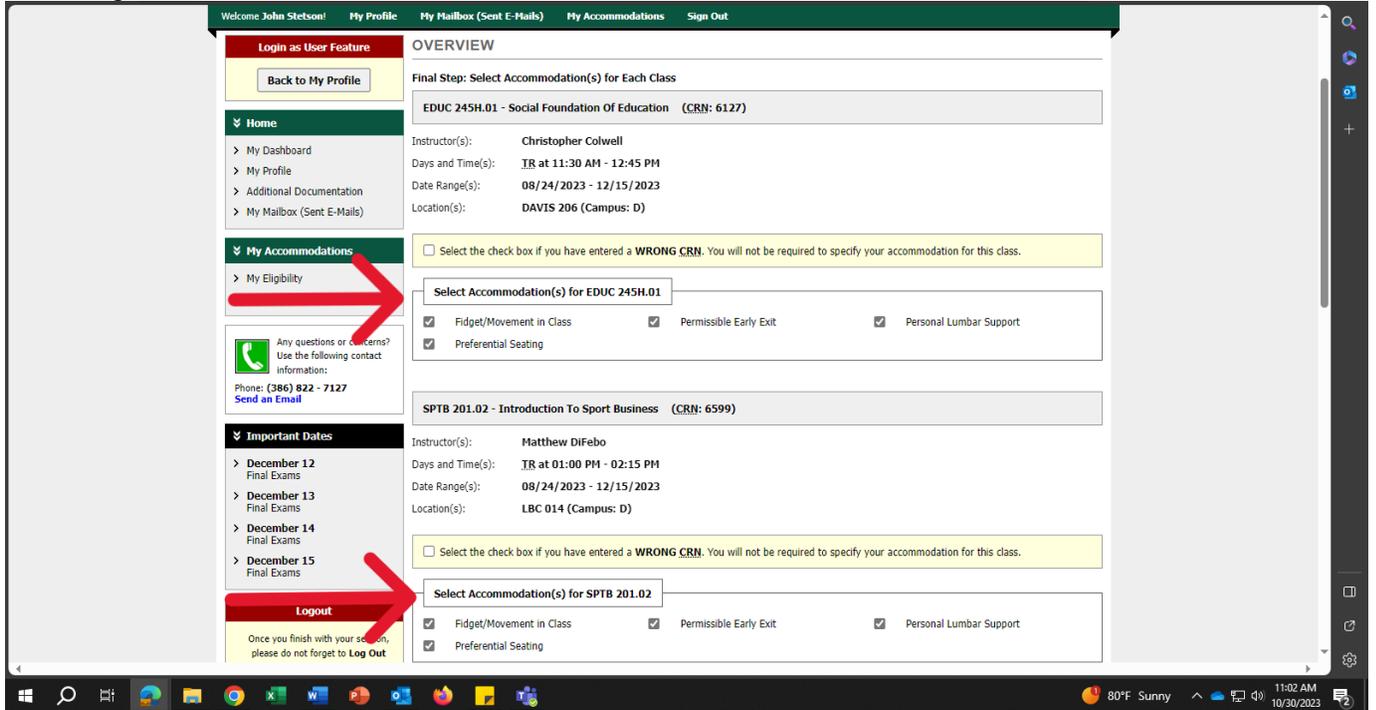


Figure 7: Stetson AIM Webpage, with a red arrow pointing to “Select Accommodations for “___” Class ”

Step 8: Select “Submit Your Accommodation Request”(Figure 8)

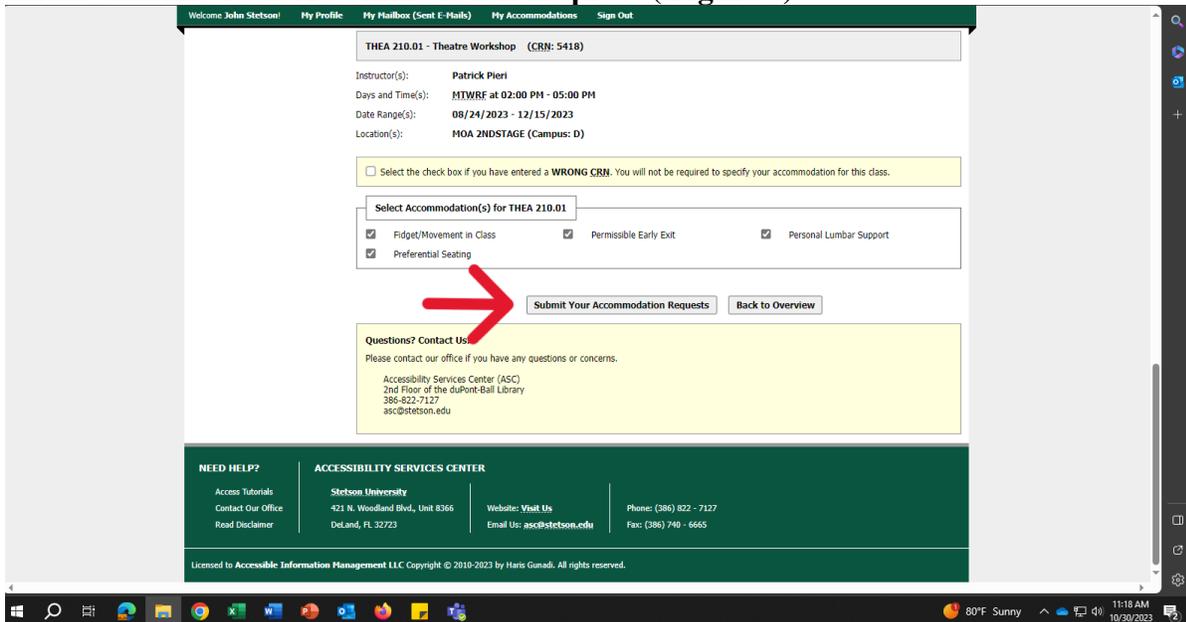


Figure 8: Stetson AIM Webpage, with an arrow pointing to “Submit Your Accommodations Requests”

Step 9:

A white check mark inside a green circle will be displayed to confirm that the system has successfully processed your request.

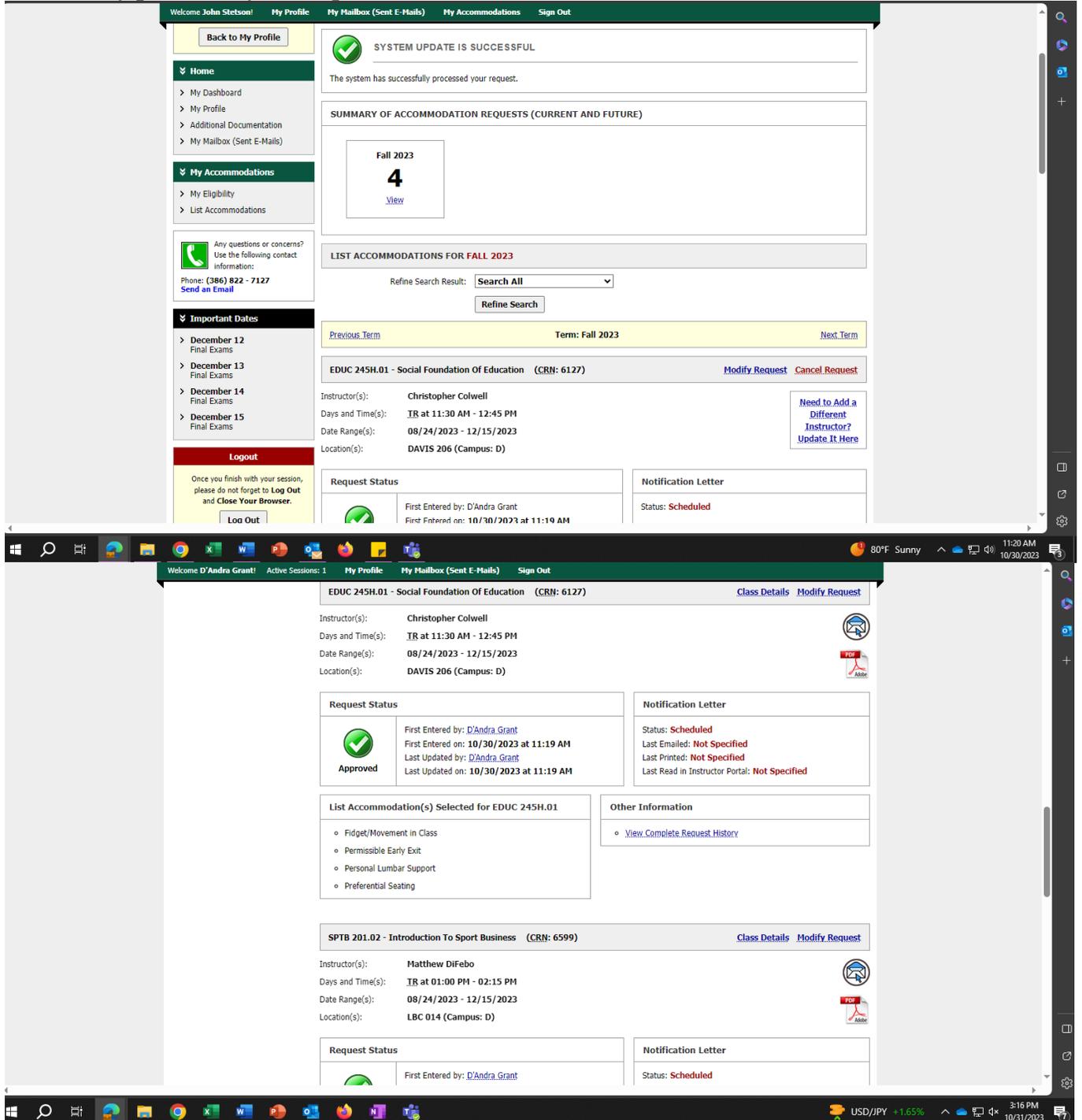


Figure 9: Stetson AIM Webpage, with green checkmarks, showing that the request has successfully been submitted,

Questions? Contact Us?
Call: 386-822-7127
Email: asc@stetson.edu