

Request Accommodations in the AIM Student Portal

- ✓ Students log into our system to request accommodations each semester.
- ✓ Any changes to your course schedule like adding or dropping a class will not appear in the AIM Student Portal until the next day.
- ✓ We use the same CSU Microsoft Login as many other systems like Blackboard and your Campus E-mail. If it is not letting you log into our system, it is recommended to attempt to login to your CSU e-mail or Blackboard to make sure the correct login information is being used for our system. You may experience difficulties if you have Microsoft logins saved for other campuses using similar login schemes like Tri-C. You may need to log out of other Microsoft Accounts in your browser before accessing CSU resources.

Requesting Accommodations for Classes

1. Go to <https://andes.accessiblelearning.com/CSUOhio/>
2. Select Sign in under the Student and Staff heading
3. You will use your CSU Microsoft login to access our system (example of the login e-mail 9999999@vikes.csuohio.edu)
4. Click on one of the e-Form agreements under Required Forms
5. Read all the eForm Agreements that are presented to you
6. Type in your name to the Signature field as it appears below the edit box to acknowledge you accept the agreements
7. Click Submit Form
8. Under the semester for which you want to request classes, select the Add requests button

Accommodation Requests SUMMER 2026		Accommodation Requests FALL 2026	
0		0	
Number of Requests	Add Request for 0 Class	Number of Requests	Add Requests for 4 Classes
No Accommodation Request Found for Summer 2026		No Accommodation Request Found for Fall 2026	

9. check the checkbox next to each class for which you want to request Faculty Notification Letters

ACCOMMODATION REQUESTS

How to Request Accommodations


STEP: SELECT COURSES

☒ ENG 101.1 - COLLEGE WRITING I (CN: 2109)
☒ INQ 110.2 - WHAT IS A HAPPY LIFE? (CN: 4907)
☒ MTH 116.510 - FOUNDATNS QUANTITATIVE LITERACY (CN: 2347)
☒ SOC 201.501 - RACE/CLASS/GENDER (CN: 5833)

☐ Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP >

10.

11.If you want to select the same accommodations for every class, select the “Apply the same accommodations to all classes” checkbox. If you want to customize each request, don’t select that checkbox (advisable for if you have situations like online classes where some classes are not applicable).

12.Click the Continue to Next Step button

13.Check the checkboxes next to all accommodations you want for each of the classes you have selected. You If you had selected the “Apply the same accommodations to all classes” checkbox it will not show the class information.

ENG 101.1

Course Title:
ENG 101.1 - College Writing I (CN: 2109)

Course Detail


☐ I do not need accommodation for this course: **ENG 101.1**.

SELECT ACCOMMODATIONS

☐ Select All

Accommodated Testing

☒ Accommodated Testing Location: Testing Services Main Campus
☒ Extra Time 1.50x
☒ Testing In A Distraction-Reduced Environment.
☒ Use Of A Computer For Reading Exams With Text-To-Speech.

Alternative Media

☒ Accessible Electronic Textbooks

14. Click the Submit Requests button

Now your accommodation requests go to the Disability and Testing Services staff for approval. ODTS staff may choose to remove accommodations for classes where they are not appropriate. For example, if you request an Accessible Table and Chair for an online class that would not be appropriate since the class has no physical location. When our staff approves your request the Faculty Notification Letters will be sent to your professors and your CSU e-mail will be copied on the message as well.