

## How to Request your Accommodation Letter(s) in AIM!

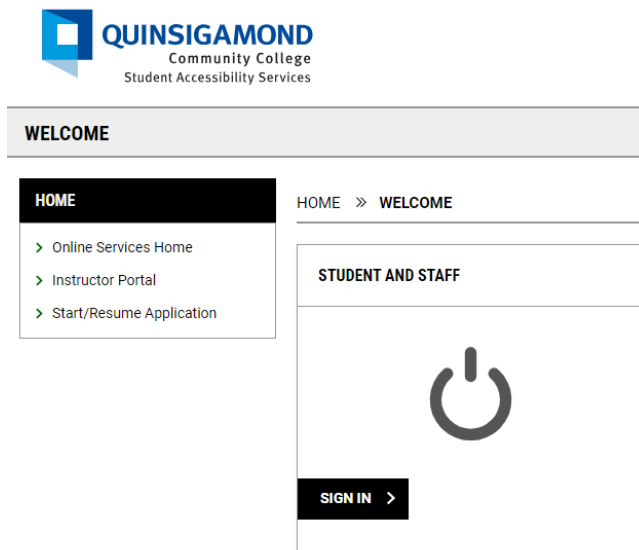
Student Accessibility Services (SAS) is excited to announce the launch of **AIM** (Accessible Information Management) -- our new online accommodation management portal. New SAS students can register online to request accommodation(s) and submit their documentation securely. Returning students can manage their accommodation(s) each semester for each course all in one place.

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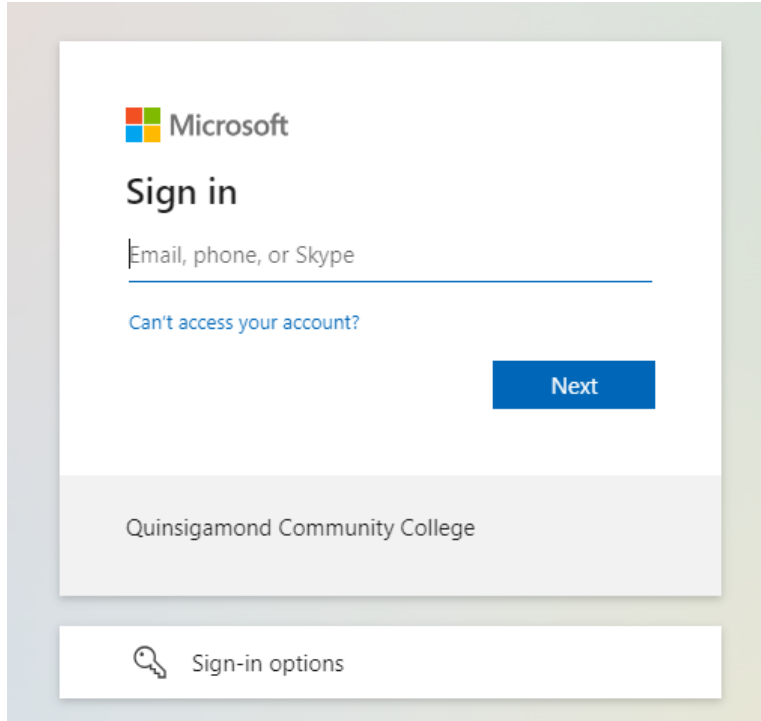
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### Logging into AIM

1. Click on this link to access QCC’s Student Accessibility Services AIM Platform:  
[bona.accessiblelearning.com/s-MassQCC/](http://bona.accessiblelearning.com/s-MassQCC/)
2. It will bring you to this page. Click on “**Sign In**” in the box labeled **Student and Staff**.

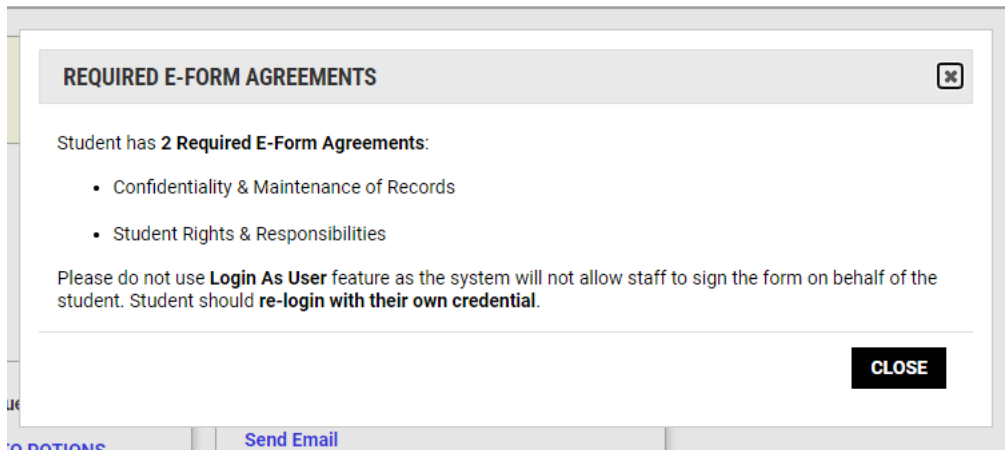


3. Sign in using your QCC email and password.



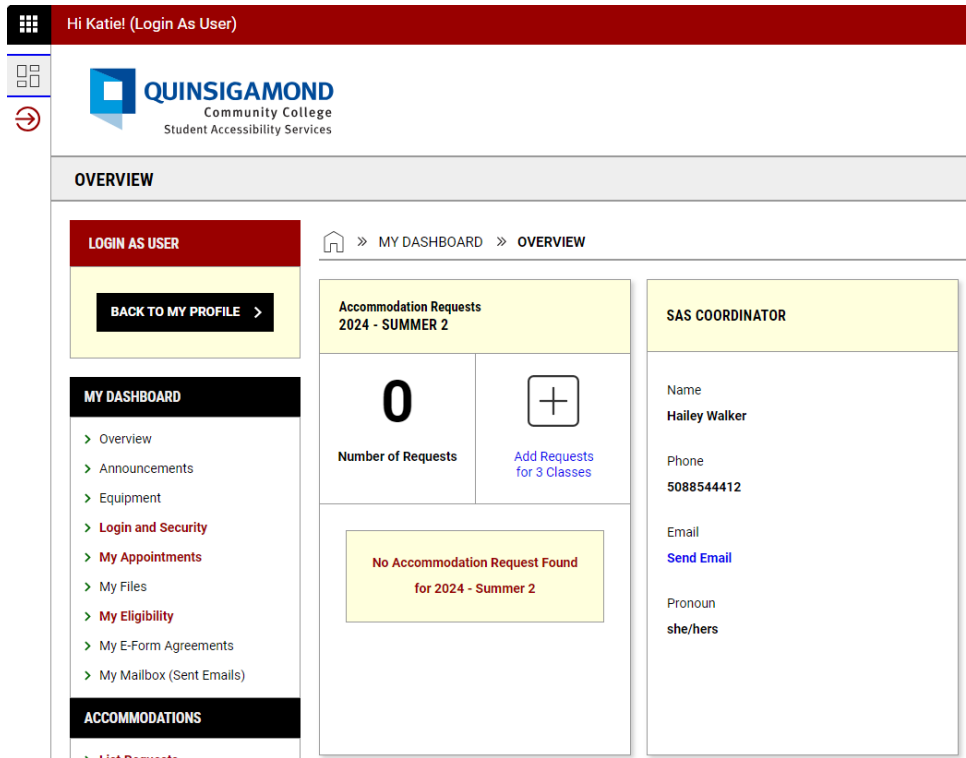
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a section for "Quinsigamond Community College" and a "Sign-in options" link with a key icon.

4. Before you can get to your dashboard, you *may* need to complete the required E-Forms, such as (*Confidentiality & Maintenance of Records, Recording & Transcription Agreement, and Student Rights & Responsibilities*). Please review each E-form, sign your name, and submit it. Once completed, AIM will let you go to your dashboard.



The image shows a notification window titled "REQUIRED E-FORM AGREEMENTS". It contains the text "Student has 2 Required E-Form Agreements:" followed by a bulleted list: "Confidentiality & Maintenance of Records" and "Student Rights & Responsibilities". Below the list is a note: "Please do not use **Login As User** feature as the system will not allow staff to sign the form on behalf of the student. Student should **re-login with their own credential**." At the bottom right of the notification is a black button labeled "CLOSE".

5. This is what your AIM dashboard will look like!



## Requesting your Accommodation Letter!

1. Locate the semester (Summer, Fall, Intersession, or Spring) you wish to request your accommodation letters for and click on **“Add Requests.”**

**a. Important Note Before Moving On:**

- If there are no classes listed, please wait up to 48 hours (about 2 days). If the classes are still not available, please contact SAS for assistance.
- In addition, if you decide to add or drop a course from your schedule sometime during the beginning of the semester, and if you already submitted your letters, please be aware that it will take time for the system to recognize the changes. Once it does, AIM will automatically cancel any accommodation requests you made for a Dropped Course. However, it is your responsibility to come back to this page to make an accommodation request for any new, added courses.

Hi Katie! (Login As User)

**QUINSIGAMOND**  
Community College  
Student Accessibility Services

**OVERVIEW**

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Login and Security
- > My Appointments
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

Home > MY DASHBOARD > OVERVIEW

Accommodation Requests  
2024 - SUMMER 2

0  
Number of Requests

+  
Add Requests  
for 3 Classes

No Accommodation Request Found  
for 2024 - Summer 2

SAS COORDINATOR

Name  
Hailey Walker

Phone  
5088544412

Email  
Send Email

Pronoun  
she/hers

2. Select the classes you wish to request your accommodation letters for and then click on **“Continue to Next Step.”**

**ACCOMMODATION REQUESTS**

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Login and Security
- > My Appointments
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats

Home > MY DASHBOARD > ACCOMMODATIONS > ACCOMMODATION REQUESTS

Previous Term Term: 2024 - Summer 2

ACCOMMODATION REQUESTS

How to Request Accommodations ▾

STEP: SELECT COURSES

MAG 101.01 - INTRO TO POTIONS (Course Name: MAG10101)

MAG 102.01 - INTRO TO HERBOLOGY (Course Name: MAG10201)


MAG 103.01 - INTRO TO CHARMS (Course Name: MAG10301)

Apply the same accommodations to all selected courses.

CONTINUE TO NEXT STEP >

3. Take the time to review which accommodations you want to request for each class and make your selection. You can also specify that you do not need accommodation(s) for a course as well.

**MAG 102.01**

Course Detail 

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**SELECT ACCOMMODATIONS**

- Select All
- Extended Time (1.5x)
- Notetaking Device/App: Digital Recorder or Audio Recording App
- Reduced-Distraction Location

I do not need accommodation for this course: **MAG 102.01**.

4. Once done, locate the box labeled “**Final Step.**” Review the terms and check the box off that you understand. Then click on “**Submit Request.**”

**STEP: FINAL STEP**

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You are encouraged to speak with your faculty at the beginning of each semester to discuss the implementation of your accommodations. There may be important factors to consider or agreements to put in place. Also keep in mind that some accommodations may require you to follow additional procedures or timelines. So, it's important to communicate early and plan ahead.


Faculty have been instructed to respect your right to confidentiality and limit discussions of disability or accommodations to private conversations with you. It is ultimately your decision whether to share specifics about your disability.

SAS is always available to facilitate conversations between you and your faculty. If you or your faculty have any questions about the implementation of your accommodations, please contact SAS as soon as possible.

**SUBMIT REQUEST** >

**START OVER** >

5. On the top of the page, you will see that the request was successful. Please note the following items on this page:
- You will see a box for each class on this page with the Accommodation Letter request(s) and the accommodation(s) you selected for that course under **“Accommodation Requested.”**
  - Within each class box, you will see the status of your Accommodation Letter. It will be listed as **“Approved - Notification Scheduled.”** This means that the Accommodation Letter needs to be reviewed and sent out to your professor. When it is listed as **“Approved,”** your letter has been sent. You will get a copy of the letter and so will your professor.
  - Modify Request** - If you forgot to select an accommodation for a particular course or decided during the semester to add another approved accommodation to your letter, you can modify your Accommodation Letter by clicking Modify Request.
    - Please note that accommodation requests cannot be **retroactive**. Again, we highly recommend that you think about what accommodation you want to request for your courses in advance.



**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

Previous Term
Term: 2024 - Summer 2

**ACCOMMODATION REQUESTS**

How to Request Accommodations
▼

**STEP: SELECT COURSES**

MAG 102.01 - INTRO TO HERBOLOGY (Course Name: MAG10201)

MAG 103.01 - INTRO TO CHARMS (Course Name: MAG10301)

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

CONTINUE TO NEXT STEP >

The following class which accommodations were requested by the student:

**MAG 101.01**

Status:

**Approved - Notification Scheduled**

Course Title:

**Intro to Potions (MAG10101)**

Available Action:

[Modify Request](#)

Request Summary
▼

Course Detail
▼

Accommodation Requested:

- Digital Course Materials: any file type
- Extended Time (1.5x)
- Reduced-Distraction Location

## **Approval, Review and Email Notification**

1. Once you submit a request for an Accommodation Letter, please note the following:
  - a. Accommodation Letters will be sent out closer to the beginning of the semester or if a request has been received during the semester, they will be sent out as soon as possible.
  - b. Your SAS Coordinator will review the request in AIM. If there are questions about the request, they may reach out to you for clarification. Once reviewed, the SAS Coordinator will approve the request and send it out.
  - c. Both you and your professor will receive a copy of the Accommodation Letter via your QCC email account, and it will come from your SAS Coordinator's email account. If you made requests for 3 courses, you would receive 3 emails for each course. Below is a template of what the Accommodation Letter will look like:

[SAS] Accommodation Letter for Harry Potter - MAG 101.01 - INTRO TO POTIONS (Course Name: MAG10101) - 2024 - Summer 2



**Log-in to the Instructor Portal**

Faculty can use AIM, or Accessible Information Management, as an online portal for managing student accommodations in their courses. View this accommodation letter online:

[AIM for Faculty](#)

**MAG 101.01 - INTRO TO POTIONS (Course Name: MAG10101) (2024 - Summer 2)**

Dear Hailey Walker:

**Harry Potter** (SC ID# 000000002), a student enrolled in your course for 2024 - Summer 2, is a student with a disability who is eligible to receive academic accommodations, auxiliary aids, and services to facilitate meaningful participation in your course. Please read carefully the information below pertaining to specific accommodations for Harry Potter.

**The Purpose:** Quinsigamond Community College is committed to ensuring equal access to students with disabilities in the participation of the full educational experience and including an environment that is welcoming. Student Accessibility Services collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable, and inclusive. This partnership is critical to ensuring that QCC students with disabilities have the same opportunity as other students to learn on an equal basis and to fully participate in all the opportunities offered by the college.

**Why Accommodation(s):** Accommodations provide individuals with disabilities access to the educational experience and are mandated under the Americans with Disabilities Act of 1990 as Amended and Section 504 of the Rehabilitation Act of 1973. Below are the academic accommodations that the above-listed student may use for your course. Some of the listed accommodations may not be applicable to the course or the student may choose to not utilize a specific accommodation.

**Approved accommodation(s) cannot be denied without consultation with Student Accessibility Services.**

Examples of necessary consultation:

- You have concerns that an accommodation may be a fundamental alteration of your course objectives.
- A student requests an accommodation that is not on their Accommodation Letter.
- There is an experiential learning component such as clinicals, practicums, student teaching, etc.
- You have other ideas regarding how to create access to your course beyond what is listed in this letter.
- You want to discuss accommodations with the student and coordinator.

The information in this letter is **confidential**. Conversations between the faculty and student must be conducted in private (in-person, remote, or phone). **Accommodations are not retroactive and go into effect upon receipt of this letter; you are obligated to ensure that the student is accommodated starting today.**

Student Accessibility Services sincerely appreciates your dedication to **equitable access for all students**. We look forward to working with you to implement accommodations for this course.

**Approved Accommodations for Harry Potter**

**Upload Syllabus**

Please consider providing SAS staff with a copy of your course syllabus to assist us with planning and accommodation management. Direct access to your course syllabi and schedule can streamline our coordination of accommodations and services for your course.

[Upload Syllabus](#)

Thank You,

**Student Accessibility Services**

[SAS Q Webpage](#)

Quinsigamond Community College  
670 West Boylston Street  
Worcester, Massachusetts, 01606

[sas@qcc.mass.edu](mailto:sas@qcc.mass.edu)  
p: 508-854-4471 (Voice)  
p: 508-502-7647 (Sorenson Video Phone)  
f: 508-854-4549

**Please note:** Student Accessibility Services is located on QCC's Main Campus, and we are open to the public Monday to Friday from 8 am to 5 pm. Please check the Q for office hours before coming to campus: [The Q](#)

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be privileged information. If you are not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sender that you have received this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure may be a violation of FERPA. Do not forward or copy this message.



2. **Once you receive this Accommodation Letter email, your accommodation(s) is now active in the course.** We encourage you to create a SAS folder in your QCC email and move your letter here for quick access. You can also log into your AIM account and locate a copy of the accommodation letter for your courses here as well.
  
3. If you, the student, or your professor, have a question about the Accommodation Letter, you can reply to your Accommodation Letter email, and the question will go directly to your SAS Coordinator.

### **When in Doubt, Connect with SAS!**

If you have any questions, concerns, or technical issues regarding AIM, please contact Student Accessibility Services at one of the following methods:

#### **Student Accessibility Services**

##### [SAS Q Webpage](#)

Quinsigamond Community College  
Administration Building, 2<sup>nd</sup> Floor, Room 246A  
670 West Boylston Street  
Worcester, Massachusetts, 01606

[sas@qcc.mass.edu](mailto:sas@qcc.mass.edu)

p: 508-854-4471 (Voice)

p: 508-502-7647 (Sorenson Video Phone)

f: 508-854-4549