STATE CENTER
COMMUNITY COLLEGE DISTRICT

Fresno City College | Reedley College | Clovis Community College
Madera Community College Center | Oakhurst Community College Center
Career and Technology Center

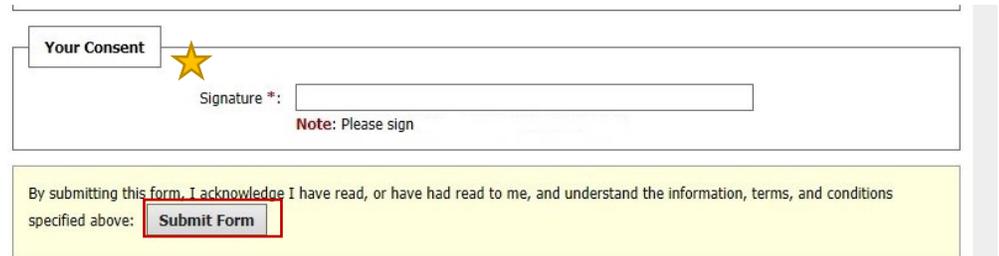# How to request your Faculty Notification Letter (FNL) in AIM

1. Using your single-sign-on credentials, login to My Portal.

2. Select Apps Catalog & select the DSPS AIM Portal

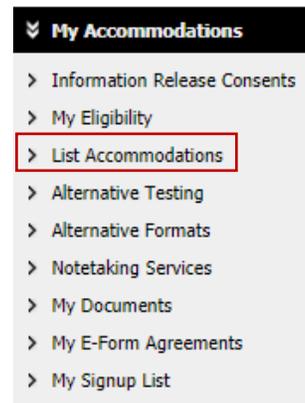**Fresno City College**

Dashboard | Apps Catalog

DSPS AIM Portal

3. The first time you log in to AIM a prompt indicating "Action Required" appears. This action requires you to e-sign documents to proceed. You have already reviewed and signed these documents with your counselor during your initial intake. These forms now have to be signed electronically in order to use AIM. You will not have access to the rest of the

My Dashboard

Home » My Dashboard » Required Forms

Home
> My Dashboard
> My Profile
> Equipment Checked Out
> Additional Accommodation Request Form
> My Mailbox (Sent E-Mails)

My Accommodations
> Information Release Consents
> My Eligibility
> List Accommodations
> Alternative Testing
> Alternative Formats
> Notetaking Services
> My Documents
> My E-Form Agreements

REQUIRED FORMS

Action Required System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. Please click the following link to review and to sign your required form(s):

> Academic Accommodation Plan

> Consent for Release of Information

> Course Recording Agreement

> Intake Information & Steps for Success

> Personal Attendant Service Policy

> Policies and Procedures

Questions? Contact Us!

site until this action is completed. Copies of these forms are located under the section titled "My E-Form Agreements" under My Accommodations located to the left.
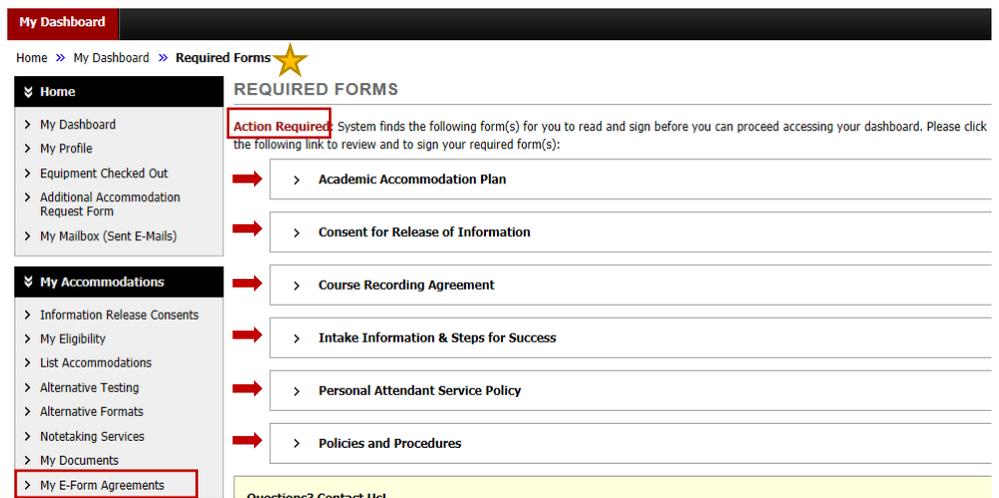
4. Review all of the Multiple Agreements under the Required Forms selection. At the bottom of all agreements, you will be required to electronically sign once for all agreements. Type in your

Your Consent

Signature *:
Note: Please sign

By submitting this form, I acknowledge I have read, or have had read to me, and understand the information, terms, and conditions specified above: Submit Form

name and then select Submit Form. This will complete your e-signature process.

5. In the left panel, under "My Accommodations", select "List Accommodations".

My Accommodations
> Information Release Consents
> My Eligibility
> List Accommodations
> Alternative Testing
> Alternative Formats
> Notetaking Services
> My Documents
> My E-Form Agreements
> My Signup List

6. From "Select Accommodations for Your Classes", review the Important Note, and proceed to "Step1: Select Class(es)"

7. Select the corresponding checkbox for each of the courses that you are requesting accommodations for at this time.

8. Click on "Step 2 – 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 Disabled Students Program and Services.

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)

☐ **Spring 2020** - COUN 282.58331 - LIFE MONEY SKILLS (CRN: 307058)

☐ **Spring 2020** - CRIM 1.54993 - INTRO TO CRIM (CRN: 307746)

☐ **Spring 2020** - CRIM 24.54997 - CONTRL & SUPRVISN (CRN: 307751)

☐ **Spring 2020** - CRIM 6.55004 - CRIMINAL LAW (CRN: 307758)

Step 2 - Continue to Customize Your Accommodations

9. Review each of your individual courses and "Select Accommodation(s) for [course]" by checking the corresponding box next to the accommodations you are requesting – please ensure that you review and select accommodations for each course. You can modify your accommodation request at any time during the semester; however, accommodations are not retroactive. If you have any questions, please contact your DSP&S Counselor.
Note: Approved accommodations were determined at your "Intake Meeting" when you first registered with Disabled Students Programs and Services.

OVERVIEW ⭐

Final Step: Select Accommodation(s) for Each Class

COUN 282.58331 - Life Money Skills   (CRN: 307058)

Instructor(s):	**Blanca Rivera**
Days and Time(s):	**MW at 11:00 AM - 11:50 AM**
Date Range(s):	**01/13/2020 - 03/13/2020**
Location(s):	**POR 4 (Campus: RC)**

☐ 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 COUN 282.58331

☐ Alternative Testing   ☐ Audio Recorder   ☐ Developmental Services classes
☐ E-Text   ☐ Notetaking Services ☐ Notetaking Technology

10. Once you have completed selecting your accommodations for each class, click on "Submit Your Accommodation Requests" to complete your request. DSP&S will email your Faculty Notification Letter to your instructors beginning the first day of the semester, and you will receive a copy of the email.

CRIM 6.55004 - Criminal Law   (CRN: 307758)

Instructor(s):	**Dennis Montejano**
Days and Time(s):	**MWF at 09:00 AM - 09:50 AM**
Date Range(s):	**01/13/2020 - 05/22/2020**
Location(s):	**CCI 204 (Campus: RC)**

☐ 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 CRIM 6.55004

☐ Alternative Testing   ☐ Audio Recorder   ☐ Developmental Services classes
☐ E-Text   ☐ Notetaking Services ☐ Notetaking Technology

Submit Your Accommodation Requests   **Back to Overview**

11. We recommend that you follow up with each of your instructors to ensure they have received your accommodations following the first day of class.