

Requesting Accommodations

Students must request their accommodations for each class each semester. In order to do this, follow these steps.

- 1) Go to www.kckcc.edu/sass and find the AIM Student Login link. You will use your KCKCC login credentials.
- 2) The first step is to select the classes for which you need to request accommodations. On the dashboard, you will find checkboxes for each class you are enrolled in. Check the box for each class that you plan to use accommodations.
- 3) Select the “Step 2 Continue to Customize Your Accommodations” button to continue.
- 4) You will see checkboxes for each accommodation you are approved for under the heading for each class. Some students will use all accommodations in all classes while others will only use accommodations in certain classes. AIM lets the student be very specific on which accommodations to use in which classes. Locate the desired class heading, then mark the checkbox for each accommodation you want for that class. Be sure to review all of the classes to make sure the desired accommodations are marked.
- 5) If for some reason the classes shown here are not correct, contact SASS as soon as possible.
- 6) Once you are sure everything is as you want it, select the button, “Submit Your Accommodation Requests” to complete the process. A Notice of Accommodations Letter will be generated and placed in an email queue. Student Accessibility and Support Services will release these notices to the instructors the week before class starts. You will receive a copy in your KCKCC student email as well.
- 7) Once you have submitted the requests, you will be placed back on your dashboard. You will be able to find information on your accommodation requests under the heading for each class.