# How to Request Your Accommodations through your AIM account

## Step 1:

Log into AIM

* Go directly to this URL by clicking on it: <https://sierra.accessiblelearning.com/Tacomacc> (Or you can copy/paste this URL into a web browser.)
* Log in using your regular TCC student user name and password

## Step 2:

Read and digitally sign your Student Agreements e-forms. These will be the first thing you see when your log into your AIM

## Step 3:

Select your classes and accommodations per class

* You will see your classes listed by title and there will be boxes to “click” on. Check the boxes in front of the classes that you want accommodations for
* Click on the box below that says “Step 2 – Continue to Customize your Accommodations”
* Customize your accommodations by checking the box in front of each choice
* Select the box that asks if you would like AIM to email your professor your letter
* Submit your requests!

## What Happens next:

Access Services staff will review your submitted Accommodation Requests. Faculty Notification letters will be sent out from Access Services. If your requests are submitted before the quarter begins, Access Services will send the Faculty letters out approximately 3 days before the first day of the quarter. If your requests are submitted during the quarter, it will typically take 3-7 business days for Access Services to send out the Faculty Notification letters.

## Where can you find copies of your Faculty Notification letters:

Once the Faculty Notification letter is sent out, you will receive a copy in your “My Mailbox” in your AIM account. On the left side of your AIM Dashboard, you will see a “Home” drop down. Inside of that, you will see a “My Mailbox (Sent E-Mails)”. When you open that, you will see a complete list of the Faculty Notification letters and copies of your signed student agreements e-forms.

## Important items to remember:

* Wait-listed classes and classes without instructors assigned will not show up in your AIM dashboard. Let Access Services know if your classes are not showing up! Email the main email at: [access@tacomacc.edu](mailto:access@tacomacc.edu)
* You will need to request your Accommodations every quarter through your AIM dashboard, for every class, that you wish to use them
* If you add classes after the beginning of the quarter, you will need to go back into your AIM dashboard and submit accommodation requests for your additional classes
* You are encouraged to reach out to your professor(s) each quarter by email or Canvas message. It is suggested that you set up a one-on-one Zoom meeting or phone call with your professor(s) to review your list of approved accommodations with them. Students who do this typically find that their communication for the rest of the quarter regarding their accommodations will go much more smoothly.

## How to connect with Access Services

Main email: [access@tacomacc.edu](mailto:access@tacomacc.edu)

Phone (call or text): (360) 504-6357