# How to Send Accommodation Notification Letters to Faculty

Hello!

If you are currently registered with Accessibility and Disability Resources (ADR), formerly Disability Services, you may now use our new Accessible Information Management Portal to request academic-related and other accommodations. AIM is located at https://shasta.accessiblelearning.com/wellesley/. Please use your Wellesley domain username and password to access the portal. Entering first year students, Davis scholars, and international students who have been approved for academic accommodations should wait until after they have chosen classes during orientation and allowed the system at least 48 hours to process them before using AIM.

Please note: AIM lists classes taken on the Wellesley campus only. If you are traveling abroad or taking classes on another campus, contact our office for assistance.

## Step One

To view your eligibility for ADR services, select “My Eligibility” from the “My Accommodations” menu on the left-hand side of the screen. To make request for your classes, select “List Accommodations,” which is also under the “My Accommodations” menu.

The courses you are registered for will appear in a navigation pane entitled “Select Accommodations for Your Class”. Check the boxes for the courses you that you require accommodations for.

Next, hit the “Step 2 – Continue to Customize Your Accommodations” button.

## Step Two

Select the individual accommodation(s) you require for each course. You will be choosing from a list of accommodations you have been already approved for. Please note the category Alternative Testing relates to your specific testing accommodations but does not show the exact accommodation.

After selecting your accommodations, you will hit “Submit Your Accommodation Requests.” This information will populate a letter that will be emailed to the course professor.

If there are new accommodations you would like to request or if your needs have changed, please make an appointment with an advisor in ADR. Contact information can be found at [www.Wellesley.edu/ADR](http://www.Wellesley.edu/ADR).

 You can also make new accommodation requests through AIM by selecting the option on the left titled “Additional Accommodation Request Form" and upload additional documentation in AIM to document any changes that need explanation (see “Step Three” below).

### Step Three (Optional)

To request new accommodations not previously approved, select “Additional Accommodation Request Form,” which will be on the left side of the screen. Students will be able to respond to a question regarding what additional accommodations are needed and then submit additional documentation if this is needed to understand the request.

 If you have any questions or concerns – please contact us directly at Accessibility and Disability Resources by email at accessibility@Wellesley.edu, or phone (781-283-1300).