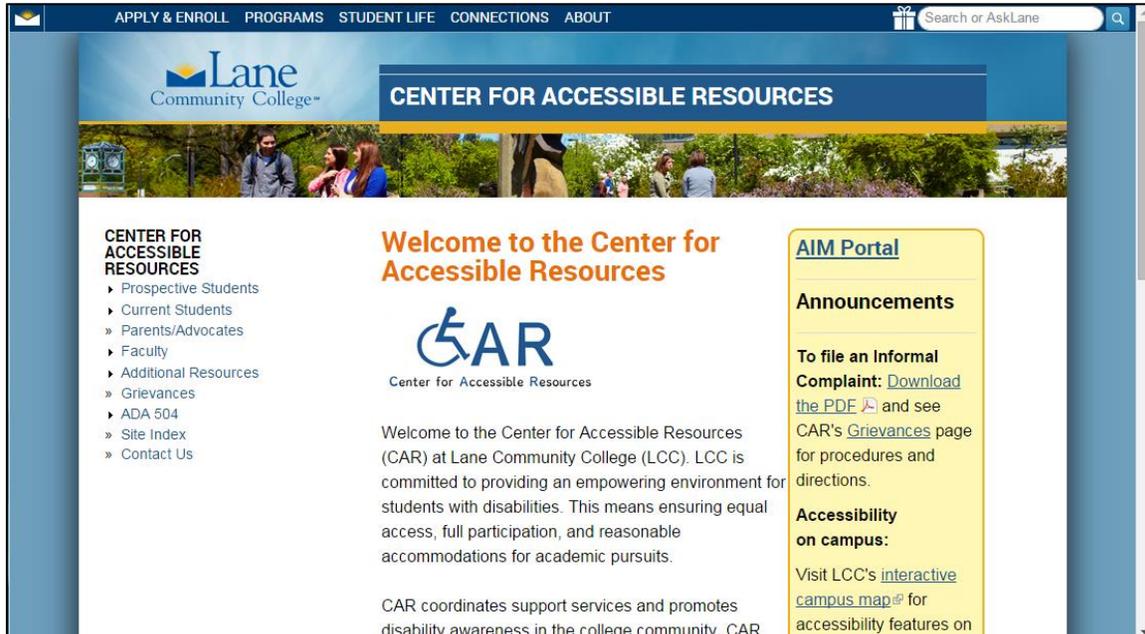
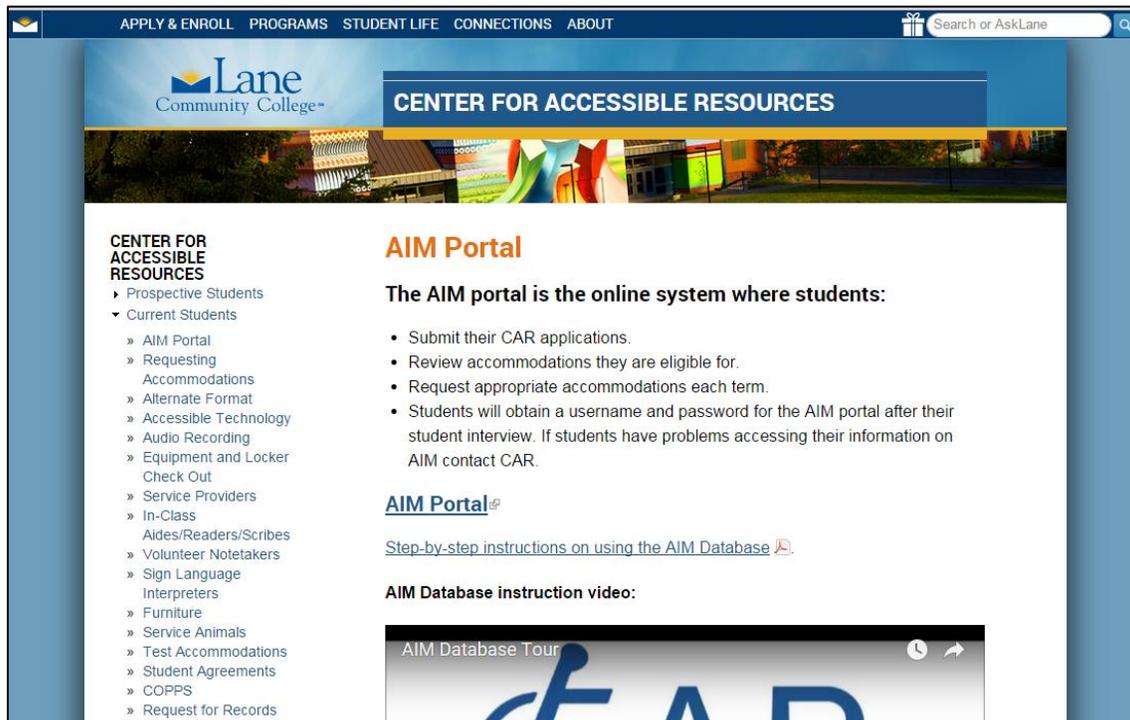


# AIM Tutorial

Go to the CAR homepage. In the yellow box on the right, click the first link that says “AIM Portal.”



This page will give you information about the AIM Database. There is also a video tour of the database you can watch.



Now you're on the AIM sign-in page. Enter the username and password given to you at your student interview and click "Sign In." You can change your password once you're logged in.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Lane Community College

My Dashboard

Home >> Welcome to Online Services

Home

- > Online Services Home
- > Reset My Password

WELCOME TO ONLINE SERVICES

Sign In Information

Username\*: Justin1

Password\*: ●●●●●●

Sign In

New Student?  
Submit your application to receive accommodation from Center for Accessible Resources.

Sign Up as a Notetaker  
Submit your application to take notes for students with disabilities.

NEED HELP?

- Access Tutorials
- Contact Our Office
- Read Disclaimer

CENTER FOR ACCESSIBLE RESOURCES

Lane Community College  
Main Campus, Building 1, Room 218  
Eugene, OR 97405

Website: <http://www.lanecc.edu/disability/>  
Email Us: [AccessibleResources@lanecc.edu](mailto:AccessibleResources@lanecc.edu)

Phone: (541) 463 - 5150  
Fax: (541) 463 - 4739

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Before you can check your AIM information, you must fill out all required forms.

My Dashboard

Home >> My Dashboard >> Required Forms

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > My Signed Forms

REQUIRED FORMS

Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard:

- > Furniture Accommodations Student Agreement
- > Responsibilities for Students Using Accommodations
- > Test Accommodation Student Guidelines

Questions? Contact Us!

Please contact our office if you have any questions regarding alternative format request.

Center for Accessible Resources  
Main Campus, Building 1, Room 218  
Eugene, Oregon 97405  
Phone: (541) 463-5150 (Voice)  
Fax: (541) 463-4739  
Email: [AccessibleResources@lanecc.edu](mailto:AccessibleResources@lanecc.edu)

Any questions or concerns? Use the following contact information:  
Phone: (541) 463 - 5150  
Send [Email Address](#)

Click on the name of a form to sign it. Read the whole form, enter your name exactly as it is entered in the AIM database, and click "Submit Form."

Welcome **Justin Example!** My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

- terminology or punctuation.
- The student will direct the scribe to make any corrections; otherwise, what has
- been dictated by the student will be turned in as is.
- For responses requiring equations, the student must specify where to place
- figures and operands.

Reader and scribe accommodations will be provided using technology through text-to-speech and speech-to-text software programs.

For more information, please visit <https://www.lanecc.edu/disability/student-agreements>.  
**I have read and understand the Agreement for Students utilizing Test Accommodations requested through the Center for Accessible Resources at Lane Community College.**

**Your Consent**

Signature\*:

Note: Please sign exactly as **Justin Example**

By submitting this form, you have agreed to the terms and conditions specified above:

<p><b>NEED HELP?</b></p> <p><a href="#">Access Tutorials</a>  <a href="#">Contact Our Office</a>  <a href="#">Read Disclaimer</a></p>	<p><b>CENTER FOR ACCESSIBLE RESOURCES</b></p> <p><b>Lane Community College</b>                  Main Campus, Building 1, Room 218                  Eugene, OR 97405</p>	<p>Website: <a href="http://www.lanecc.edu/disability/">http://www.lanecc.edu/disability/</a>                  Email Us: <a href="mailto:AccessibleResources@lanecc.edu">AccessibleResources@lanecc.edu</a></p>	<p>Phone: (541) 463 - 5150                  Fax: (541) 463 - 4739</p>
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Once you fill out all your forms, you'll see your AIM dashboard.

**My Dashboard**

Home >> My Dashboard >> Overview

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > My Signed Forms

Any questions or concerns? Use the following contact information:  
 Phone: **(541) 463 - 5150**  
 Send [Email Address](#)

**OVERVIEW**

**PRINTING FACULTY NOTIFICATION LETTER IN PDF**

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class:

**SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

**Need Help?**

If you do not see your courses listed below, it may be because CAR's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

If you need immediate assistance, please contact our office or come into the office.

Center for Accessible Resources

Scroll down your dashboard to see a list of your classes and accommodations. From here, you can click “Modify Request” or “Cancel Request.”

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

**LIST ACCOMMODATIONS FOR WINTER 2016**

Refine Search Result:

Previous Term **Term: Winter 2016** Next Term

Number of Records Found: 3 Show Limit:  per Page   
Showing Records: 1 - 3 Navigate to Page:   Previous Next

**FR 102.002 - First Year French (CRN: 30289)** [Modify Request](#) [Cancel Request](#)

Instructor(s): **Renee Mackey**  
Days and Time(s): **MWF at 10:00 AM - 11:50 AM**  
Date Range(s): **01/04/2016 - 03/11/2016**  
Location(s): **LCC04 451**

<b>Request Status</b>	<b>Notification Letter</b>
 <p>First Entered by: Renee Mackey First Entered on: <b>02/26/2016 at 01:42 PM</b> Last Updated by: Valerie Ruddy Last Updated on: <b>02/29/2016 at 11:21 AM</b></p>	<p>Status: <b>Emailed</b> Last Emailed: <b>02/29/2016 at 11:21 AM</b> Last Printed: <b>Not Specified</b> Last Read by Instructor: <b>Not Specified</b></p>

<b>List Accommodation(s) Selected for FR 102.002</b>	<b>Other Information</b>
<ul style="list-style-type: none"> <li>Alternate chair</li> <li>Test/Quiz Accommodations</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">View Complete Request History</a></li> </ul>

Once you click “Modify Request,” you’ll be able to select the accommodations you want to request for this class and select “Update Request” or “Cancel Request.”

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

**MY ACCOMMODATIONS**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > My Signed Forms

Any questions or concerns? Use the following contact information:  
Phone: **(541) 463 - 5150**  
[Send Email Address](#)

<b>Request Status</b>	<b>Notification Letter</b>
 <p>First Entered by: Renee Mackey First Entered on: <b>02/26/2016 at 01:42 PM</b> Last Updated by: Valerie Ruddy Last Updated on: <b>02/29/2016 at 11:21 AM</b></p>	<p>Status: <b>Emailed</b> Last Emailed: <b>02/29/2016 at 11:21 AM</b> Last Printed: <b>Not Specified</b> Last Read by Instructor: <b>Not Specified</b></p>

**Select Accommodation(s) for FR 102.002**

Alternate chair  Test/Quiz Accommodations

**Important Note**

Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.

To view all pending request submitted for this class, please use the following link: [View Pending Request\(s\)](#).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

<b>Request History</b>		
Accommodation Request was <b>Approved</b> on Friday, February 26, 2016 at 01:42:43 PM by Renee Mackey.		
Type of Accommodations	Type	Date Processed
Test/Quiz Accommodations	<b>Added</b>	02/26/2016 at 01:42 PM
Alternate chair	<b>Added</b>	02/26/2016 at 01:42 PM

**Questions? Contact Us!**  
Please contact our office if you have any questions or concern.

Once you've modified the request, it will show up on your dashboard as "Pending." In the yellow box underneath you can click "Cancel Pending Request" to cancel any changes you've made to the original request.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Showing Records: 1 - 3 Navigate to Page: 1 | Go Previous Next

**FR 102.002 - First Year French (CRN: 30289)** [Modify Request](#) [Cancel Request](#)

Instructor(s): **Renee Mackey**  
 Days and Time(s): **MWF at 10:00 AM - 11:50 AM**  
 Date Range(s): **01/04/2016 - 03/11/2016**  
 Location(s): **LCC04 451**

**Request Status**

**Pending**

First Entered by: Renee Mackey  
 First Entered on: **02/26/2016 at 01:42 PM**  
 Last Updated by: Valerie Ruddy  
 Last Updated on: **02/29/2016 at 11:21 AM**

**Notification Letter**

Status: **Emailed**  
 Last Emailed: **02/29/2016 at 11:21 AM**  
 Last Printed: **Not Specified**  
 Last Read by Instructor: **Not Specified**

**Pending Approval**

Request Submitted on Thursday, March 10, 2016 at 09:58:58 AM by Justin Example

- Test/Quiz Accommodations is Removed.

Available Action(s): [Cancel Pending Request](#)

**List Accommodation(s) Selected for FR 102.002**

- Alternate chair
- Test/Quiz Accommodations

**Other Information**

- [View Complete Request History](#)

**MTH 095.004 - Intermediate Algebra (CRN: 30112)** [Modify Request](#) [Cancel Request](#)

Instructor(s): **Renee Mackey**

When you click "Cancel Request," select a reason from the provided list. Then click "Cancel Accommodation Request."

**My Dashboard**

Home >> My Dashboard >> Overview

**OVERVIEW**

**Cancelling Accommodation**

Reason to Cancel Services\*: **Select One**

[Cancel Accommodation Request](#) [Back to List](#)

**Questions? Contact Us!**

Please contact our office if you have any questions or concern.

**Center for Accessible Resources**  
 Main Campus, Building 1, Room 218  
 Eugene, Oregon 97405  
 Phone: (541) 463-5150 (Voice)  
 Fax: (541) 463-4739  
 Email: [AccessibleResources@lanec.edu](mailto:AccessibleResources@lanec.edu)

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > My Signed Forms

Any questions or concerns?  
 Use the following contact information:  
 Phone: (541) 463 - 5150  
 Send [Email Address](#)

**NEED HELP?** | **CENTER FOR ACCESSIBLE RESOURCES**

Access Tutorials | Lane Community College

## How to change your AIM password

On your AIM dashboard, click the link on the left that says, “Change My Login Information.” Enter the password you’d like, then click “Change My Login Information.” After this, you can sign into your AIM account with your new login information!

The screenshot shows the 'Change My Login Information' page. On the left is a navigation menu with 'Home' and 'My Accommodations' sections. The main content area is titled 'CHANGE MY LOGIN INFORMATION' and contains a 'Login Information' form with fields for Username (filled with 'justin1'), Password, and Confirm. A note states: 'Note: After entering your new username and password, the system will redirect you to sign in page.' Below the form is a yellow box titled 'PASSWORD REQUIREMENT OR SUGGESTIONS' with three bullet points: 'Minimum length of 6 characters.', 'Do not use one entire piece of personally identifiable information such as your Social Security number, telephone number, or date of birth. Instead, alter or disguise it.', and 'Do not use more than 5 instances of a single number or letter, or easily recognized sequences (e.g., 12345 or 11111).' A 'Change My Login Information' button is at the bottom right. A contact information box is on the left side of the page.

## My Profile

In “My Profile” on the left, you can view your personal information. If you would like to make changes to your personal information, you can do so in myLane.

The screenshot shows the 'My Profile' page. The navigation menu on the left has 'My Profile' selected. The main content area is titled 'MY PROFILE' and includes 'Update Your Profile' and 'Back to My Dashboard' buttons. A yellow box with a warning icon contains an 'Important Note' stating: 'If any of the following information has changed or you need to update your contact information, please do not forget to update with your school portal (where you register your classes every term or semester). Our system does not push your changes with your school main database.' Below this is a 'Personal Information' form with fields for First Name (Justin), Last Name (Example), Middle Name (Not Specified), Optional Preferred Name, School ID (L00123456), Birth Date (11/26/1990), and Gender (Male). A contact information box is on the left side of the page.

## How to Check Your Equipment Status

Start on your AIM dashboard. In the menu on the left, click on “Equipment Checked Out.” Here you can see records of all the equipment you’ve checked out, whether it has been returned or not, the date it must be returned, and the value of the item (which you must pay if it is lost or damaged).

**My Dashboard** Home >> My Dashboard >> **Equipment Checked Out**

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > Alternate Formats
- > My Signed Forms

Any questions or concerns? Use the following contact information:  
Phone: (541) 463 - 5150  
Send [Email Address](#)

**EQUIPMENT CHECKED OUT**

**Question About Your Equipment? Contact Us!**  
Please contact our office if you have any questions or concern.

**Center for Accessible Resources**  
Main Campus, Building 1, Room 218  
Eugene, Oregon 97405  
Phone: (541) 463-5150 (Voice)  
Fax: (541) 463-4739  
Email: [AccessibleResources@lanecc.edu](mailto:AccessibleResources@lanecc.edu)

Number of Records Found: **4** Show Limit: **100** per Page **Update**  
Showing Records: **1 - 4** Navigate to Page: **1** **Go** Previous Next

Status: **Returned**  
Return Date: **Friday, October 25, 2013**

Status: **Returned**  
Return Date: **Tuesday, June 16, 2015**  
Flash Drive - Verbatim  
Additional Information: S/N: FLASH 32 Value: **\$ 22.00**

Status: **Returned**

## My Mailbox

Click on “My Mailbox (Sent Emails)” to view electronic receipts of any communications sent through CAR.

**My Dashboard** Home >> My Dashboard >> **My Mailbox**

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > My Signed Forms

Any questions or concerns? Use the following contact information:  
Phone: (541) 463 - 5150  
Send [Email Address](#)

**MY MAILBOX**

[Click to Expand Advanced Search Panel](#)

Number of Records Found: **15** Show Limit: **100** per Page **Update**  
Showing Records: **1 - 15** Navigate to Page: **1** **Go** Previous Next

Email Subject	Date Sent	View
[CAR] E-Form Signed - Multiple Agreements	03/09/2016 at 04:27:17 PM	<a href="#">View</a>
[CAR] Accommodation Notification for L00123456, WR 122.012 - ARGUMENT, STYLE, AND RESEARCH (CRN: 30861)	02/29/2016 at 11:21:20 AM	<a href="#">View</a>
[CAR] Accommodation Notification for L00123456, FR 102.002 - FIRST YEAR FRENCH (CRN: 30289)	02/29/2016 at 11:21:20 AM	<a href="#">View</a>
[CAR] Accommodation Notification for L00123456, MTH 095.004 - INTERMEDIATE ALGEBRA (CRN: 30112)	02/29/2016 at 11:21:20 AM	<a href="#">View</a>
[CAR] E-Form Signed - Responsibilities for Students Using Accommodations	02/26/2016 at 04:25:19 PM	<a href="#">View</a>
[CAR] E-Form Signed - Multiple Agreements	02/26/2016 at 01:48:18 PM	<a href="#">View</a>
[CAR] E-Form Signed - Multiple Agreements	05/28/2015 at 03:36:31 PM	<a href="#">View</a>

## Information Release Consents

Click on “Information Release Consents” to fill out a consent form to release your information to a doctor, guardian, spouse, etc. Select a consent type from the list, then fill out the form and click “Continue to Specify Additional Information.” When you’re all finished, click “Submit.”

The screenshot shows a web interface for 'My Dashboard'. The breadcrumb trail is 'Home >> My Dashboard >> List Information Release Consents'. The page title is 'LIST INFORMATION RELEASE CONSENTS'. A box titled '2 Steps Process to Add Information Release Consent' contains a 'Consent Type\*' dropdown menu with 'Select One' selected and a 'Continue to Specify Additional Information' button. Below this, a red message states 'No Data Found - Please Try Different Search Option'. A sidebar on the left lists navigation options under 'Home' and 'My Accommodations'. A contact information box at the bottom left provides a phone number (541) 463 - 5150 and a link to 'Send Email Address'.

## My Eligibility

Click on “My Eligibility” to view a list of all the accommodations you are eligible to receive based on your specific needs.

The screenshot shows a web interface for 'My Dashboard'. The breadcrumb trail is 'Home >> My Dashboard >> My Eligibility'. The page title is 'MY ELIGIBILITY'. A box titled 'Your Eligibility' contains a list of accommodations: 1. Furniture (Alternate chair) and 2. Test/Quiz Accommodations (Extended time (1.5x) (4.5 hour maximum), Reduced distraction room). A sidebar on the left lists navigation options under 'Home' and 'My Accommodations'. A contact information box at the bottom left provides a phone number (541) 463 - 5150 and a link to 'Send Email Address'.

## List Accommodations

Click on “List Accommodations” to see a list of all your accommodations for each class.

**LIST ACCOMMODATION REQUESTS**

**Need Help?**

If you do not see your courses listed below, it may be because CAR's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

If you need immediate assistance, please contact our office or come into the office.

**Center for Accessible Resources**  
Main Campus, Building 1, Room 218  
Eugene, Oregon 97405  
Phone: (541) 463-5150 (Voice)  
Fax: (541) 463-4739  
Email: AccessibleResources@lanec.edu

**LIST ACCOMMODATIONS FOR SPRING 2016**

Refine Search Result:

Previous Term **Term: Spring 2016** Next Term

Number of Records Found: 3 Show Limit:  per Page   
Showing Records: 1 - 3 Navigate to Page:   Previous Next

**EX 1.1 - Example Class (CRN: 99990)**

Instructor(s): **John Smith**  
Days and Time(s): **Not Specified**  
Date Range(s): **Not Specified**  
Location(s): **Not Specified**

**Request Status**

 **Approved**

First Entered by: Renee Mackey  
First Entered on: **02/01/2016 at 08:33 AM**  
Last Updated by: Renee Mackey  
Last Updated on: **02/01/2016 at 08:33 AM**

**Notification Letter**

Status: **Emailed**  
Last Emailed: **02/01/2016 at 08:33 AM**  
Last Printed: **Not Specified**  
Last Read by Instructor: **Not Specified**

List Accommodation(s) Selected for EX 1.1

- Alternate chair

Other Information

- 

## Test Accommodations

Click on “Test Accommodations” to see a list of your upcoming exam accommodations and schedule exams online. To request an exam, click “Schedule Exam,” fill out the form, and click “Add Exam Request.”

**My Dashboard**

Home >> My Dashboard >> **Test Accommodations**

**TEST ACCOMMODATIONS**

**Alternative Testing Agreement(s)**

Below is the list of all alternative testing agreement(s) submitted through the system. If you cancel a alternative testing agreement and you would like to re-activate the contract, please contact our office.

Select Class:

**Questions? Contact Us!**

Please contact our office if you have any questions regarding alternative testing request and contract.

**Important Notice:**  
Test Accommodations  
Reader and scribe accommodations will now be provided using technology through text-to-speech and speech-to-text software programs.

Phone: 541 - 463 - 5280  
Email: CARtesting@lanec.edu

## Alternate Formats

Click on “Alternate Formats” to request reading materials in alternate formats.

Enter all the information about your reading material and click “submit.”

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > Alternate Formats
- > My Signed Forms

Any questions or concerns?  
Use the following contact information:  
Phone: (541) 463 - 5150  
Send [Email Address](#)

### ALTERNATE FORMATS

Previous Term      **Term: Spring 2016**      Next Term

**ALTERNATIVE FORMATS PREFERENCE**

Current: **PDF**

**Note:** If you need to make any changes with the current request, please contact our office as soon as possible.

**No Book is Being Processed Currently**

**ADDITIONAL BOOK OR READING MATERIALS**

**Reading Materials**

Select Class\*:

Reading Material Title\*:

ISBN:

If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note:

Note: **HTML entry is permitted.** Please read additional manual on how to modified your text at the following link: [HTML Entry with Tags Guideline.](#)

## My Signed Forms

Click on “My Signed Forms” to view all the forms you’ve signed in AIM.

**My Dashboard**

Home >> My Dashboard >> **My Signed Forms**

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > My Signed Forms

Any questions or concerns?  
Use the following contact information:  
Phone: (541) 463 - 5150  
Send [Email Address](#)

### MY SIGNED FORMS

The following list includes all forms that were signed previously. Please let us know if you have any questions regarding this feature.

**Center for Accessible Resources**  
Main Campus, Building 1, Room 218  
Eugene, Oregon 97405  
Phone: (541) 463-5150 (Voice)  
Fax: (541) 463-4739  
Email: [AccessibleResources@lanec.edu](mailto:AccessibleResources@lanec.edu)

Number of Records Found: **8**      Show Limit:  per Page

Showing Records: **1 - 8**      Navigate to Page:

Form Title	Date Signed	View
Furniture Accommodations Student Agreement	03/09/2016 at 04:27:16 PM	<a href="#">View</a>
Responsibilities for Students Using Accommodations	03/09/2016 at 04:27:16 PM	<a href="#">View</a>
Test Accommodation Student Guidelines	03/09/2016 at 04:27:16 PM	<a href="#">View</a>
Responsibilities for Students Using Accommodations	02/26/2016 at 04:25:18 PM	<a href="#">View</a>
Furniture Accommodations Student Agreement	02/26/2016 at 01:48:17 PM	<a href="#">View</a>
Test Accommodation Student Guidelines	02/26/2016 at 01:48:17 PM	<a href="#">View</a>

If you have any questions, call your CAR primary advisor at 541-463-5150.



Any questions or concerns?  
Use the following contact  
information:

Phone: **(541) 463 - 5150**

Send **Email Address**

To request this information in an alternate format (Braille, digital, audio or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, 231; or [AccessibleResources@lanecc.edu](mailto:AccessibleResources@lanecc.edu).