Accessible Information Management (AIM) Student Training.
Learn how to use AIM to request your accommodation, schedule tests and get updates. These directions have been optimized for individuals using screen readers. Should you need additional assistance, please contact your ODS counselor.

How to log into AIM. Go to https://teton.accessiblelearning.com/Wright/ and click on Sign in. Use your WSU credentials (w number and password) to sign in.

Required forms. Some students will be prompted to complete required forms. All students using Test Proctoring Center will be prompted to complete the Test Proctoring Rules and Guidelines. This must be completed for you to utilize other areas of the system. This will be required once per semester. Select the Test Proctoring Rules and Guidelines link, read the document. Type your name to acknowledge consent, click submit form.

AIM sections. There are two primary categories in AIM, home and my accommodations. Under home, the sub categories are my dashboard, my profile, calendar synchronization, two factors authentication, SMS (text messaging), equipment check out, additional accommodation request form, my mailbox (sent emails.) Under My Accommodations the sub categories are information release consents, my eligibility, list accommodations, alternative testing, notetaking services, my signed forms, agreements with instructors. Below these choices is a box containing information on your primary counselor, assigned based on your last name.

Text messaging reminders. If you would like reminders texted to you, click SMS (Text Messaging) texting rates may apply from your cell phone provider. Change “SMS (Text Messaging) Permitted” from no to yes using the drop down box. Center your cell phone number. Choose your cell phone provider from the drop down menu. Use the check boxes to choose which notifications you would like to receive. Then complete the reCaptcha (has audio option) and click “update your preference.” You can turn notifications off at any time using the same procedure.

Request Accommodations. In the area labeled Step 1: Select Classes, select checkbox for each class that you would like to request accommodations for. Click button labeled Step 2: continue to customize your accommodations. In the area labeled Select Accommodations, select the accommodations using the check boxes that you would like to use for the class. When done, click the button labeled Submit Your Accommodation Requests.

Schedule your tests. To schedule your tests using AIM, click “Alternative Testing.” Choose the class that you would like to schedule a test for from the drop down list. Click the button Schedule an Exam. Read the terms and conditions of scheduling exams. In the section labeled Exam Detail, choose the request type from the drop down list. Enter the date of the exam. Enter the time of exam using the two drop down boxes. In the Services requested box, use the check boxes to choose the accommodations you would like. In the additional note box, type messages for Test Proctoring about your exam, such as you would like it in Braille or in a word document and use JAWS. When done, click the button labeled Add Exam Request. You will return to a very similar screen, but with your newly scheduled exam listed. Continue this process for all of your exams for the class. You will get an email for each exam scheduled. When you are finished with one class, repeat the process from the beginning by selecting the next class. If you need assistance, please go to test proctoring.