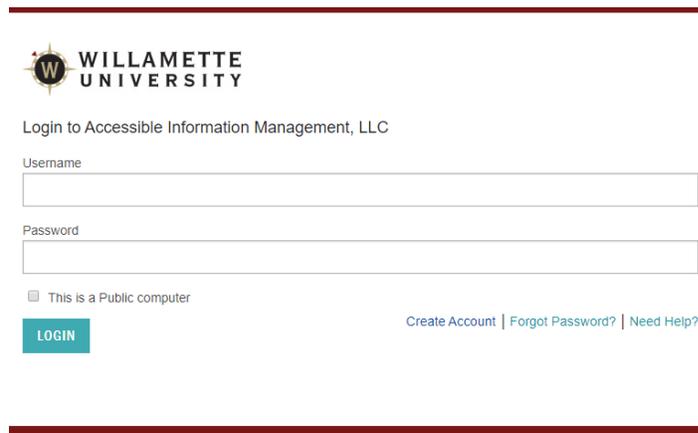


Student Instructions for Completing the AIM Application

Prior to your initial appointment with AES, please complete an Application via our information management system, AIM. You will be able to upload documentation if you have it available.

1. Go to the following link to access the application in AIM:
<https://yukon.accessiblelearning.com/Willamette>
2. The link will take you to a page that looks like the image below. Log in with your Willamette username (email before the "@") and password.



WILLAMETTE UNIVERSITY

Login to Accessible Information Management, LLC

Username

Password

This is a Public computer

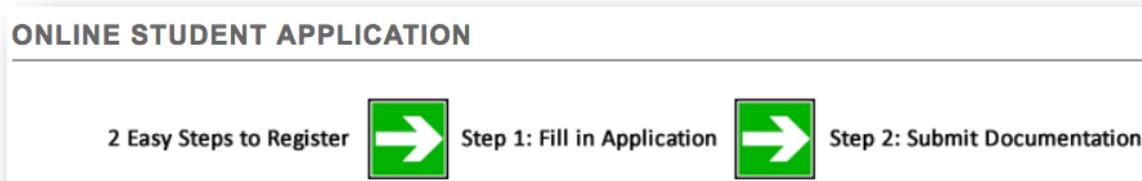
LOGIN

[Create Account](#) | [Forgot Password?](#) | [Need Help?](#)

3. Click on the "Get Started" button in order to create and submit an application.



4. The top of the online application looks like this:



ONLINE STUDENT APPLICATION

2 Easy Steps to Register  Step 1: Fill in Application  Step 2: Submit Documentation

The online application asks you to enter information about yourself, including:

- a. **Personal and Contact information:** Personal Information (e.g., your name), Contact Information (enter your *Willamette email address*), your Local and Permanent Addresses, and your disability or disabilities
- b. **Information about your accommodations:**
 - i. Under “Prior Accommodations,” check any accommodations you have had in the past, whether at Willamette, at your high school, or at another institution.
 - ii. Under “Requesting Accommodations at AES,” select the accommodations you would like to have at Willamette.
- c. **Questions about yourself:** These questions help us get to know more about you and your requests.

When you have finished the application, click “Submit Application.”

5. After clicking on “Submit Application,” you will be asked to upload your documentation. If you do not have documentation to upload, you can skip this step for now and provide documentation at a later time. Other ways to submit documentation include dropping it off in person in Smullin 155, emailing it to accessible-info@willamette.edu, or faxing it to 503-370-6647.

SUBMITTING DOCUMENTATION

Please make sure you have all your intake forms.



UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: [Acceptable File Types](#).

File Information

File Title*:

Select File: No file chosen

- NOTE:** If your documentation is greater than 1MB, you will need to either upload it in several parts or reduce its file size. To reduce its file size using Adobe Acrobat, you can:
- a) Open the document in Adobe Acrobat
 - b) Go to “File < Save As Other... < Reduced File Size PDF...”
 - c) Make the document compatible with the latest version of Adobe Acrobat
 - d) Give the document a new file name so that you still have the original version and save it