

How To: Request Faculty Notification Letters (FNL)

Formally known as "Submit a Semester Request"

View Approved Accommodations

Once a student application has been reviewed and the student's accommodations have been approved, the student will then be able to access the AIM Student Portal.

To Request Faculty Notification Letters

1. Visit the AIM database <https://augusta.accessiblelearning.com/s-TAMUSA/> and click "**Student or Staff Sign In**"

TEXAS A&M UNIVERSITY
SAN ANTONIO

Home

Home » Welcome to Online Services

WELCOME TO ONLINE SERVICES

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

Student or Staff Sign In

New Student Application

NEED HELP?
Access Tutorials
Contact Our Office
Read Disclaimer

DISABILITY SUPPORT SERVICES
Texas A&M University - San Antonio
One University Way
San Antonio, TX 78224

Website: [Visit Our Website](#)
Email Us: DSS@tamusa.edu

Phone: (210) 784 - 1335
Fax: (210) 784 - 1335

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2. Sign into AIM Student Portal Dashboard by using student Jagwire credentials.

3. Scroll down to the “*Select Accommodations for Your Class*” section and complete “*Step 1: Select Class(es)*”. Check the boxes to select each class the student needs accommodations for.

The screenshot displays the 'My Dashboard' interface for Texas A&M University San Antonio. The page is titled 'OVERVIEW' and features a navigation sidebar on the left with sections for 'Home' and 'My Accommodations'. The main content area includes an 'IMPORTANT MESSAGE(S)' box with a warning icon, stating that no accommodation requests were found for the current term. Below this is the 'Select Accommodations for Your Class' section, which contains an 'Important Note' with five instructions regarding course selection and request modification. A 'Step 1: Select Class(es)' box is shown with a single checkbox for 'Fall 2022 - BUAD 4101.900 - ETHICAL DECISION MAKING (CRN: 10762)'. A 'Step 2 - Continue to Customize Your Accommodations' button is also visible. At the bottom, there is a 'LIST ACCOMMODATIONS FOR FALL 2022' section with a search filter set to 'Search All' and a 'Refine Search' button. Navigation links for 'Previous Term' and 'Next Term' are provided at the bottom right.

My Dashboard

Home » My Dashboard » Overview

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **OFF**

[Update Preference](#)

Home

- My Dashboard
- My Profile
- SMS (Text Messaging)
- My Mailbox (Sent E-Mails)

My Accommodations

- My Eligibility
- List Accommodations
- Course Syllabus
- Alternative Testing
- Alternative Formats

Any questions or concerns?
Use the following contact information:
Primary Case Manager
Name: **Ashley Hernandez**
Phone: **(210) 784 - 1362**
[Send Email](#)

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:**
No Accommodation Requests Found
. You have not requested notification letters for the current term. Please make sure to request notification letters as soon as possible for any classes in which you need accommodations.

Select Accommodations for Your Class

Important Note

- Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Support Services.
- Your courses might not display below if you are part of the course waiting list.
- To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
- If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
- If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

Fall 2022 - BUAD 4101.900 - ETHICAL DECISION MAKING (CRN: 10762)

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR FALL 2022


Refine Search Result: **Search All**

[Refine Search](#)

[Previous Term](#) Term: Fall 2022 [Next Term](#)

Once the class is selected, select “**Step 2 – Continue to Customize your Accommodations.**”

4. This includes a complete list of all approved accommodations for the student. Click **all** accommodations listed and select, “**Submit Your Accommodation Requests.**”



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My Dashboard

Home >> My Dashboard >> Overview

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OVERVIEW

Final Step: Select Accommodation(s) for Each Class

BUAD 4101.900 - Ethical Decision Making (CRN: 10762)

Instructor(s): [Redacted]
 Days and Time(s): **M at 05:30 PM - 06:20 PM**
 Date Range(s): **08/18/2022 - 12/17/2022**
 Location(s): **HALL 307 (Campus: M)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for BUAD 4101.900

<input type="checkbox"/> Additional Response Time	<input type="checkbox"/> Advanced Access	<input type="checkbox"/> Alternative Testing (Exam, quiz, and timed assignment)
<input type="checkbox"/> Audio Recording Class Lectures	<input type="checkbox"/> Books and Materials in Alternative Format: PDF	<input type="checkbox"/> Copies of PowerPoints and Displayed Materials
<input type="checkbox"/> Disability Related Absences	<input type="checkbox"/> Flexibility with Assigned Deadlines	<input type="checkbox"/> May Need to Leave Class Suddenly
<input type="checkbox"/> May Need to Sit and Stand as Needed	<input type="checkbox"/> Text-to-Speech Software	

Submit Your Accommodation Requests
Back to Overview

Questions? Contact Us!


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

Disability Support Services
 Texas A&M University-San Antonio
 Central Academic Building, Room 210
 One University Way | San Antonio, Texas 78224
 Office: (210)784-1335 | Fax: (210)784-1340

NEED HELP? Access Tutorials Contact Our Office Read Disclaimer	DISABILITY SUPPORT SERVICES Texas A&M University - San Antonio One University Way San Antonio, TX 78224	Website: Visit Our Website Email Us: DSS@tamusa.edu	Phone: (210) 784 - 1335 Fax: (210) 784 - 1335
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5. Once submitted, it will be reviewed by the student's DSS case manager.
6. Once approved, the FNL will be sent out directly through AIM to the instructor assigned to the course. The student will also receive a copy of the FNL in their Jaguar email.
7. Once the FNL has been processed and emailed to the instructor and student, a PDF version of the FNL can also be found on the student AIM dashboard.
 - Student can print or email copies of the PDF version to other key staff such as for a Teaching Assistant, Lab Instructor, Academic Advisor, or other staff member that may be involved in facilitating accommodations other than the instructor(s) of record.



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: Generate PDF

Note: If the student adds a course (or change sections) after the FNL has been submitted, don't forget to go back and request the Faculty Notification Letter for the new course/section.

Please remember that students should still meet with their instructors to review their accommodation needs and discuss how they will implement their approved accommodations.

If you have any questions, please contact Samantha Broughton at samantha.broughton@tamusa.edu