Using Aim for Testing in OLR Testing Center

Access the new AIM System

1. Go to **go.udayton.edu/AIM**

2. Log in using the same login information you use across UD platforms---use just the <u>username</u> part of your UD email address (<u>username</u>@udayton.edu).

If you need assistance with your password, visit https://password.udayton.edu/

Scheduling Alternative Testing

1. Click on My Accommodations and Alternative Testing (left side of screen) to open up Alternative Testing Window
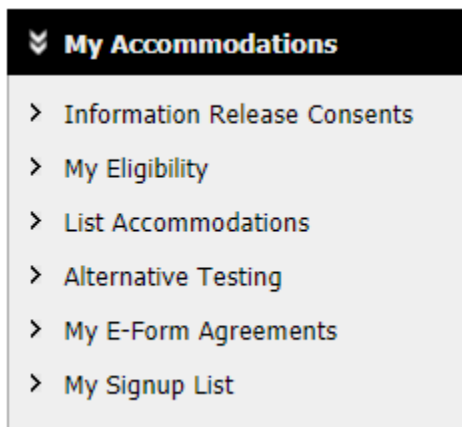
2. Select Class from the drop down menu and Click "Schedule an Exam"

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3. Answer Exam Details

- Request Type: Quiz, Test/Exam or Final Exam

- Date:

- Time (Be sure you pay attention to AM and PM) – TIME MUST BE WHEN OLR IS OPEN

- "Services Requested" - Your testing accommodations

- Additional Note to share anything else about the test process

4. Click "Add Exam Request"

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Checking the status of a test request

1. Click on My Accommodations and Alternative Testing (left side of screen) to open up Alternative Testing Window
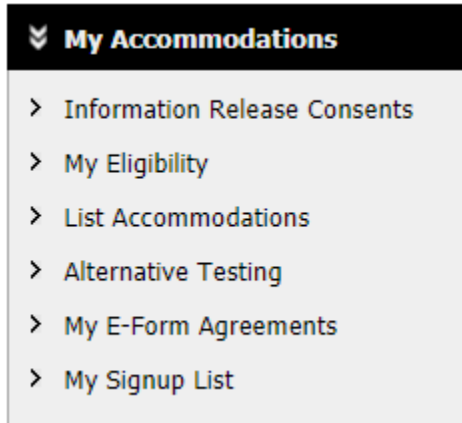
2. On this page, you will see all upcoming exam request(s) for the current term.

3. As a general guideline, if an exam is listed on this page you can expect to take the exam as scheduled.

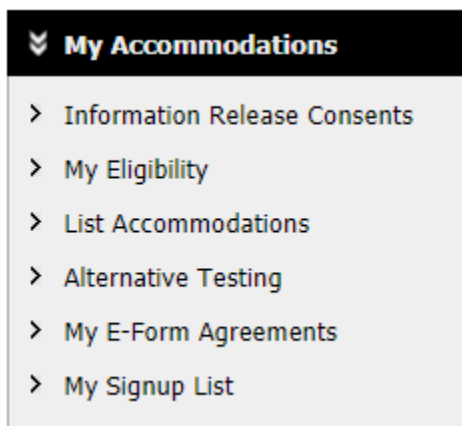## Modifying or cancelling a test request

1. Click on My Accommodations and Alternative Testing (left side of screen) to open up Alternative Testing Window

2. On this page, you will see all upcoming exam request(s) for the current term.

3. On the right side of the screen you can MODIFY or CANCEL the request

4. If you click Modify the system will ask for a new date and time

5. If you click Cancel, you have to click the "Confirm Cancellation" button