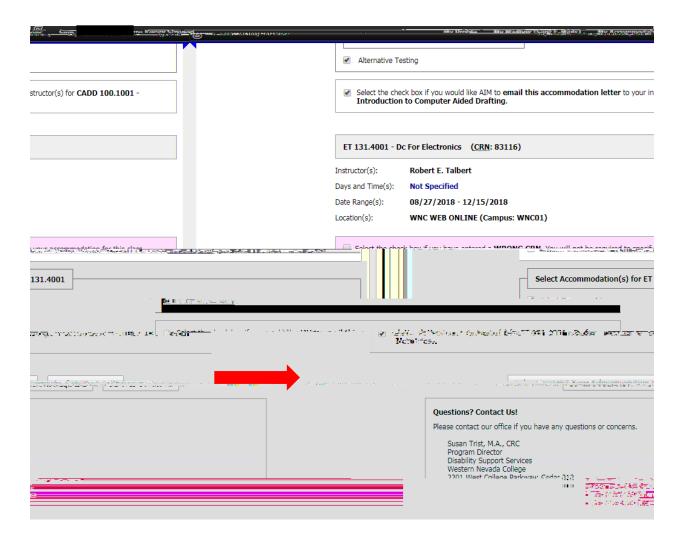
From the <u>DSS Homepage</u>, use your Students, enter a "w" followed by your NSHE student ID number. Faculty and staff enter first.last name.



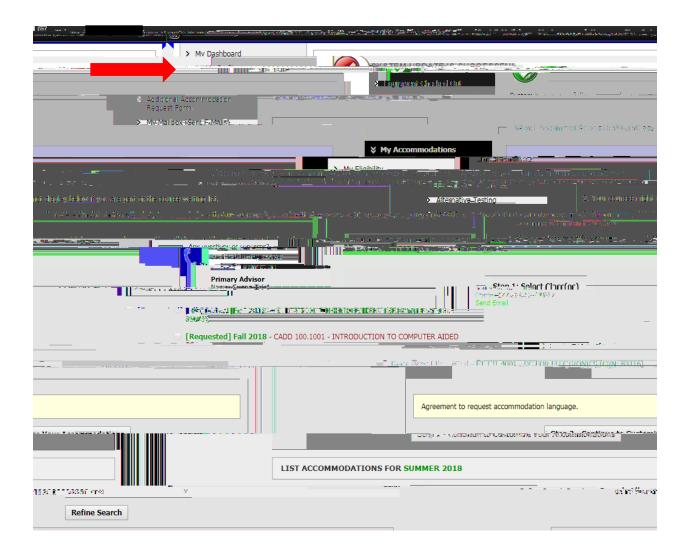
Once you login, you will see your student Dashboard with IMPORTANT MESSAGE(S)F1.e

Select which accommodations you would like, per class. If you would like AIM to email your accommodation letter(s) to your instructor(s), you will need to select the checkbox, listed below your accommodations. (NOTE: If you do not wish for AIM to email your accommodation letter(s) to your instructor(s), you will need to print a copy of your accommodation letter(s) and hand deliver it to your instructor(s).

like your accommodation(s) letter(s) to be delivered to your instructor(s), click the Submit Your Accommodations Requests button.



After submitting your accommodation request, you will be taken back to your student Dashboard, where you will receive confirmation of the system successfully processing your request.



Please allow up to 24 hours for your accommodation(s) request(s) to be processed. If you chose to have AIM email your accommodation letter(s) to your instructor(s), letters will start being emailed one week before the start of the semester.

If you have any questions or need assistance please contact the WNC Disability Support Services Office at 775-445-3281.