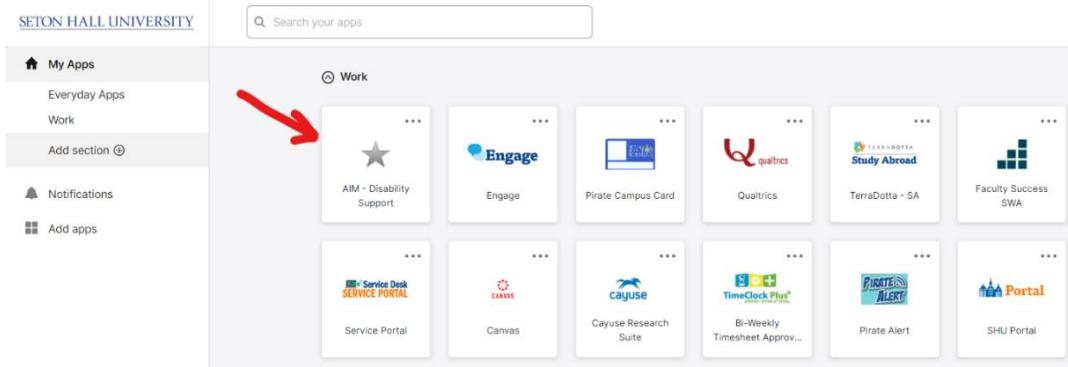
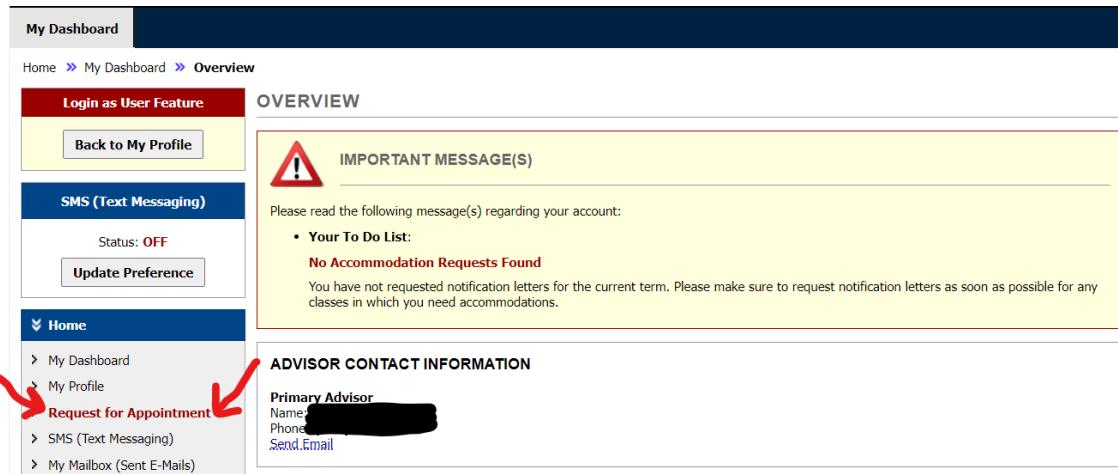


STEP 1: Login to AIM with your PirateNet credentials using this link:  
<https://hayes.accessiblelearning.com/SHU/> or by clicking the “AIM – Disability Support” App on the Seton Hall My Apps Dashboard.



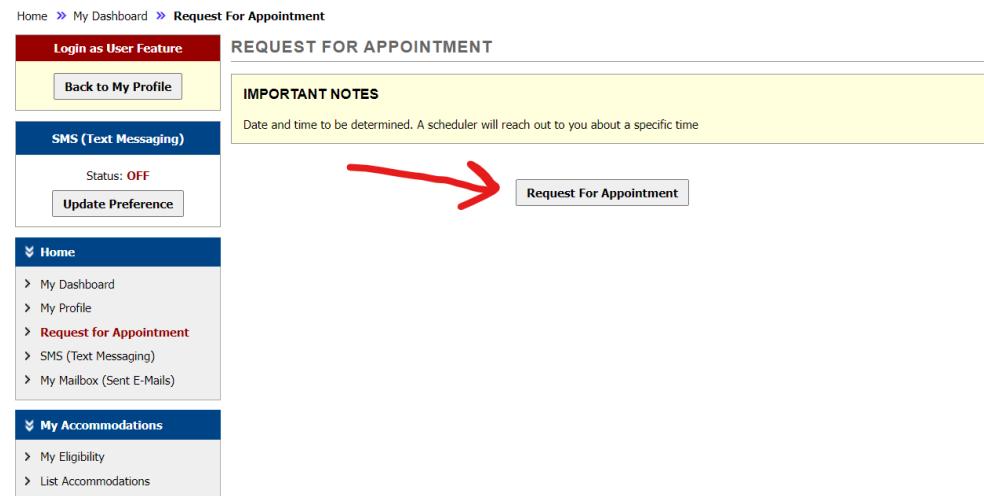
The image shows the Seton Hall My Apps Dashboard. On the left, a sidebar has 'My Apps' selected. A red arrow points to the 'AIM - Disability Support' app icon in the main grid, which is the second icon in the top row under the 'Work' category. The grid contains various other apps like Engage, Pirate Campus Card, Qualtrics, TerraDotta, Faculty Success SWA, Service Portal, Canvas, Cayuse Research Suite, TimeClock Plus, Pirate Alert, and SHU Portal.

STEP 2: Click on “Request for Appointment”



The image shows the 'My Dashboard' page. The left sidebar has 'Home' selected. A red arrow points to the 'Request for Appointment' link under the 'Home' section. The main content area is titled 'OVERVIEW' and contains a yellow box with an exclamation mark icon. It says 'IMPORTANT MESSAGE(S)' and 'Please read the following message(s) regarding your account: • Your To Do List: No Accommodation Requests Found'. Below this is a section titled 'ADVISOR CONTACT INFORMATION' with a 'Primary Advisor' entry. The 'Request for Appointment' link in the sidebar is highlighted with a red box and arrow.

STEP 3: Proceed by clicking on the “Request for Appointment” button.



The image shows the 'REQUEST FOR APPOINTMENT' page. The left sidebar has 'Request for Appointment' selected. A red arrow points to the 'Request For Appointment' button in the main content area. The main content area has a yellow box titled 'IMPORTANT NOTES' with the text 'Date and time to be determined. A scheduler will reach out to you about a specific time'.

## STEP 4: Select your campus and your preference on meeting (In-Person, Teams or by Phone)

### REQUEST FOR APPOINTMENT

#### IMPORTANT NOTES

Date and time to be determined. A scheduler will reach out to you about a specific time

Appointment Request Detail

Campus \*: **Select One**

Type \*: **Select One**

Brief purpose for meeting request \*:

Interprofessional Health Sciences  
Newark  
South Orange

#### IMPORTANT NOTES

Date and time to be determined. A scheduler will reach out to you about a specific time

Appointment Request Detail

Campus \*: **Select One**

Type \*: **Select One**

Brief purpose for meeting request \*:

In-Person  
Phone  
Remote (Teams)

## STEP 5: Write a brief purpose and check any/all box that applies to your appointment request.

### APPOINTMENT PURPOSE(S)

Accommodation Plan Update

Accommodations Update

Intake Appointment

Intake Appointment

Other Type of Appointment

Standardized Testing Accommodation (LSAT, GRE, Praxis, Licensing Exam, etc.)

Question about Accommodation

How to Use Specific Accommodation       Question about Professor Regarding Accommodation

## STEP 6: Select at least 4 or more available time slots for your appointment.

### SELECT YOUR AVAILABILITY

**Important Note:** Please select between **4** to **20** available time slot(s).

<b>FRIDAY 01/19/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>	<b>MONDAY 01/22/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>	<b>TUESDAY 01/23/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>	<b>WEDNESDAY 01/24/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>	<b>THURSDAY 01/25/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>
<b>FRIDAY 01/26/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>	<b>MONDAY 01/29/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>	<b>TUESDAY 01/30/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>	<b>WEDNESDAY 01/31/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>	<b>THURSDAY 02/01/2024</b>  <div style="background-color: black; color: white; padding: 2px 5px;">09:00 AM - 10:30 AM</div> <div style="background-color: black; color: white; padding: 2px 5px;">10:30 AM - 12:00 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">01:00 PM - 02:30 PM</div> <div style="background-color: black; color: white; padding: 2px 5px;">02:30 PM - 04:00 PM</div>

[Submit Request for Appointment](#)

[Back to List Requests](#)



STEP 7: Click the “Submit Request for Appointment” button and a staff member will reach out with a specific time for the appointment based on your availability.