Updating your Alternative Testing Agreement

1. Log into your AIM Instructor Portal through the link on the ODA Homepage: https://disability.unt.edu/

   Reminder: The Test Center is located in Sage Hall 167!

   **Logging into the new ODA Database (AIM)**

   New to ODA: Registering for services
   **Log In**

   Current ODA Students: AIM Student Portal

   Faculty: **AIM Instructor Portal**

   Letter to Faculty Regarding New ODA Letters of Accommodation

   Use this new ODA Letters of Accommodation here and select faculty tab to review from your AIM. For more information, please see letter of the ODA Letters of Accommodation, as well as other process updates, please see the new ODA Letter of Accommodation Guidance Information.

   Just go to the AIM Instructor Portal login page and log in using your university credentials. You'll find text to contact us if you have any questions!

   **Navigating the AIM Portal!**

2. Select the button: Continue to View Student Accommodations

4. From there, you will see a box that states List Alternative Testing Agreement. Select your course from the drop-down menu and select View.

5. From this next screen, you can edit your Alternative Testing Agreement. You will need to update your exam dates, as well as the format for your course and exams. When you are done editing, select Update Alternative Testing Agreement at the bottom of the page.