Faculty Guide: How to view student Accommodation Letters on myAIMS

The Accommodation Letters area of myAIMS allow faculty to view the accommodation detail for all students who have requested accommodations in their current courses. The purpose of the Accommodation Letter is to outline the in-course and test/exam accommodations for individuals and provide information about the implementation of these accommodations.

The Accommodation Letter does not state the disability/diagnosis, and instructors are requested not to ask about the nature of a student's disability. Students may register with AccessAbility Services or choose to access accommodations at any time. As such, instructors can expect to receive Accommodation Letter notifications, and additions on myAIMS, at any point in the term.

myAIMS (my AccessAbility Services Information Management System) is used by UTSC faculty to view student Accommodation Letters, inform the Accommodated Tests and Exams Office of upcoming tests and exams, and upload copies of upcoming test and exam scripts. The myAIMS log-in can be accessed via www.uoft.me/myaims.

How access the Accommodation Letters in myAIMS
You can also view a step-by-step video of these steps on our website Accommodation Letter Faculty page

1. Select the “Professors and Course Instructors” option, on the right hand column of the table.
2. You will then be directed to the log-in page. Please log in with your UTORid and password.

3. Select the “Accommodation letters” tab on the top left hand side of the page.

4. A list of current courses and students with Accommodation Letters will be presented.
If you are unable to see your courses, make sure that the correct academic session is selected on the top right-hand side. To do so, click on the drop-down menu and select the appropriate academic session. Click refresh to update the information.

5. On the right hand side of each course and student, there is a column labelled “Letter” To view accommodations letters, click the “View letter” link shown in this column.

6. To view only specific courses, select the “Courses” tab on the top menu.

7. Viewing the Accommodation Letter, is a two step process:
   a. Step 1 asks you to read the letter, via a HTML link.
   b. Step 2 asks you to confirm that you have received and reviewed the letter.
      Check off “I acknowledge that I have received and reviewed this Accommodation Letter” and click “Submit”.
8. After you have confirmed receipt of an accommodation letter, you will see a date populated in the “Your Confirmation” column on the Accommodation letter landing page. This will allow you to see, at a glance, which letters are new and which have been read.

If you have any questions related to viewing student Accommodation Letters in myAIMS, please contact our front line team at ability.utsc@utoronto.ca or 416-287-7560.