How to Cancel Notetaking Services on AIM

- 1. Go to My Harper Student Portal and log in.
- 2. Click on Academic Success.



3. Click on Manage Your Accommodations(AIM).

Access and Disability Services	Contact Access and Disability S
Request captioning or interpreting services	
Manage your accommodations (AIM)	
Apply to ADS	
Information about Services	

4. Click on the class that you want to cancel notetaking for.

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Select Accommodations for Your Class	
Important Note	
 Course may take <u>up to 48 hours</u> to more of your courses in the list below 	display in the system after you have registered for your courses. If you do not see one or v 48 hours after registering, please contact Access and Disability Services.
2. Your courses might not display below	v if you are part of the course waiting list.
 If you are unable to select the che accommodation for that course. 	ckbox from the list of courses below, that means you have submitted your request for
 If you wish to modify your accomm and select either modify request or ca 	nodation request (change, cancel a request) scroll down until your course is displayed ancel request.
	Sten 1: Select Class(es)
	[Requested] Spring 2016 - ENG 102.023 - COMPOSITION (CRN: 60261)
	[Requested] Spring 2016 - PSY 101.005 - INTRODUCTION TO PSYCHOLOGY (CRN:

[Requested] Spring 2016 - SPA 101.005 - ELEMENTARY SPANISH I (CRN: 64928)

5. Uncheck the box for "Notetaking Services."

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1W at 12:30 PM - 01:45 PM	
1/19/2016 - 05/20/2016	
, 300	
	Notification Letter
irst Entered by:	Status: Emailed and Printed
irst Entered on: 01/20/2016 at 12:06 PM	Last Emailed: 02/03/2016 at 05:03 PM
ast Updated by: ast Updated on: 02/08/2016 at 02:02 PM	Last Printed: 02/06/2016 at 07:49 PM
i i i	1/19/2016 - 05/20/2016 300 rst Entered by: rst Entered on: 01/20/2016 at 12:06 PM ast Updated by: sst Updated on: 02/08/2016 at 02:02 PM

6. Click on "Update Request." Important Note

Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.

To view all pending request submitted for this class, please use the following link: View Pending Request(s).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

