

Requesting an Interpreter for Events

To request an interpreter for an event, log into AIM.

- Navigate to “Deaf and Hard of Hearing” under the My Accommodations menu on the left side of the page.

STUDENT ACCESS AND ACCOMMODATION SERVICES
Illinois State University

My Dashboard Notetaker

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Login as User Feature
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My Accommodations

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OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**
 1. **COH 128.003 - Gender In Humanities**
 - Text Conversion: Your book, **GENDER & POPULAR CULTURE**, is ready for download.
- **Message for Notetaker:**

Thank you for being willing to share your notes with students in this course. Without your assistance, our services would not be possible.

If you ever have any questions, concerns, issues, etc. please reach out to us – we're here for any help or assistance needed! Thank you again!

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.

Select Class:

LIST ACCOMMODATIONS FOR SUMMER 2019

Refine Search Result:

Select ‘Custom Requests’ located in the upper right corner.

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My Accommodations

DEAF AND HARD OF HEARING

Overview Custom Requests

Submit Custom Request
Simple and Easy Way to Track and Request Your Services

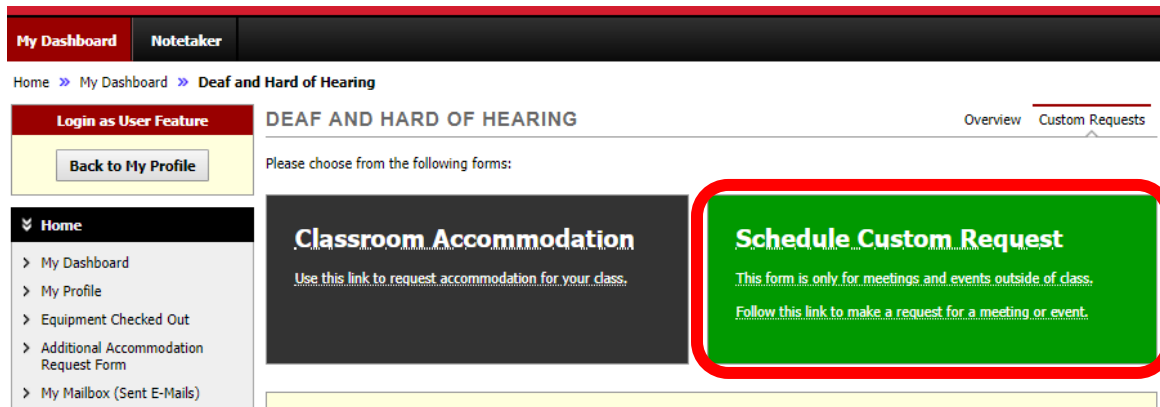
No Accommodation Request Found

Questions? Contact Us!

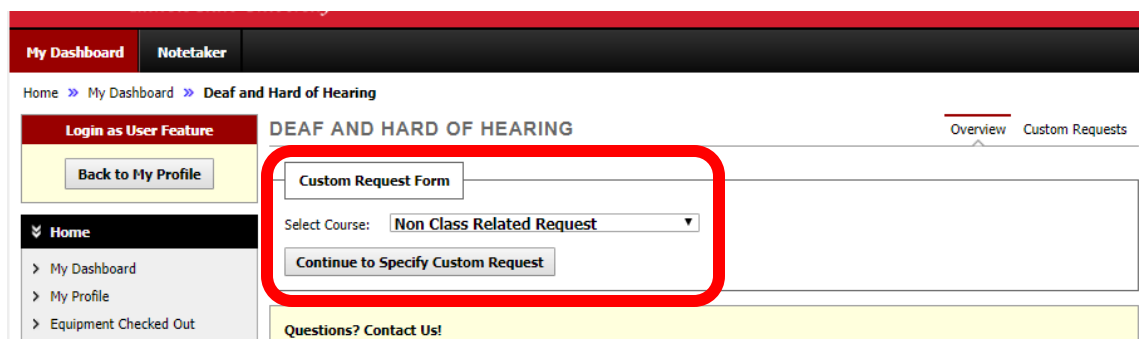
Please contact our office if you have any questions regarding transcriber or interpreter assignment in your class.

Maggie Snell
Senior Staff Interpreter
masnell@ilstu.edu
Sorenson: 309-319-7682
Office: 309-438-5853

This opens two options. Select the green option on the right that says, ‘Schedule Custom Request.’”



Within the Select Course dropdown, select ‘Non class related request’ and select the “Continue to specify custom request” button.



Please read the Terms and Conditions, and be aware that event requests must be submitted no less than five business days prior to the event.

Fill out the Event Information Form completely and then select the "Submit Custom Request" button.

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Any questions or concerns?
Use the following contact information:
Primary Access Coordinator
Name: Maggie Snell
Phone: (309) 438 - 5853
[Send Email](#)

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

 **TERMS AND CONDITIONS OF SUBMITTING CUSTOM REQUEST**

Please read carefully about terms and conditions on submitting custom request below:

- The custom request made after will be processed **the next business day**.
- If you are an individual who is planning to attend an event at Illinois State University and require the services of a sign language interpreter, please contact the organizer of the event at least five business days in advance of the event. The event organizer will then work with Student Access and Accommodation Services to ensure that a sign language interpreter is present at that event.

Event Information

Event Name *:

Speaker(s):

Event Date *:
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time Start *:

Time End *:

Location *:
Please specify where the event will be held in detail (i.e. address or building location).

Request Type(s) *

FM System Interpreting

Real-Time Transcribing Typewell

Video Captioning

Media Used

Audio Podcast DVD Video

Online Link Power Point Slides

VHS Video Video File (ex: Mp4, mov)

YouTube link

Note:

[Submit Custom Request](#)

After submitting the request, a message will appear at the top of the screen, next to a big green check mark that says, "System Update is Successful". If there was a problem, you will see a red triangle and a list of problems. After the issues are resolved, resubmit the request.

If you have any problems or difficulties, please call us at 309-438-5853 or email us at ableisu@ilstu.edu.