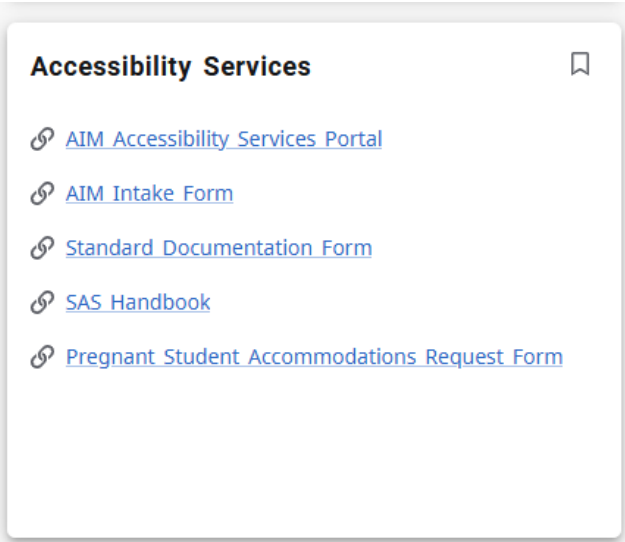
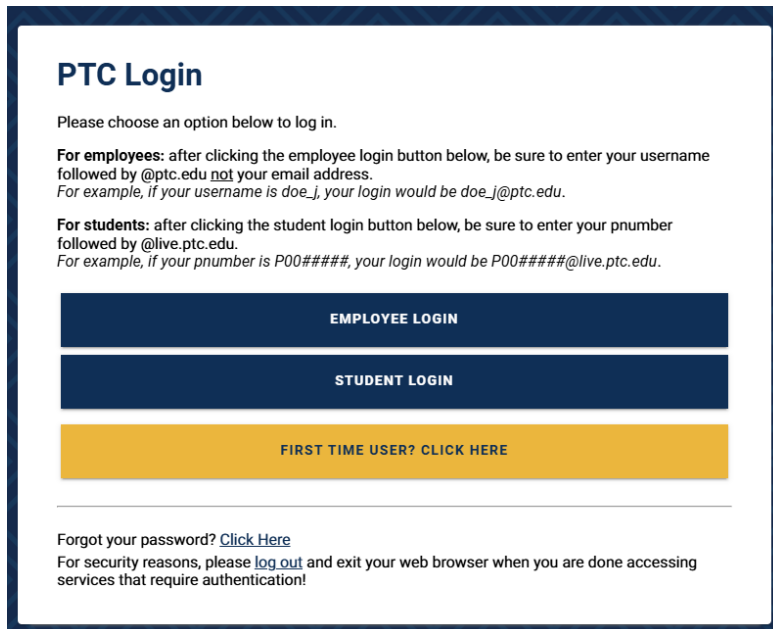


Video Instructions

1. Log in to Pathway from www.ptc.edu
2. Find the “Accessibility Services” card; search “accessibility” if you have trouble locating it.



3. Select the first link- “AIM Accessibility Services Portal”
4. It may ask you to login; if so, select “student login”



The screenshot shows the "PTC Login" page. It includes the following text and buttons:

PTC Login

Please choose an option below to log in.

For employees: after clicking the employee login button below, be sure to enter your username followed by @ptc.edu not your email address.
For example, if your username is doe_j, your login would be doe_j@ptc.edu.

For students: after clicking the student login button below, be sure to enter your pnumber followed by @live.ptc.edu.
For example, if your pnumber is P00####, your login would be P00####@live.ptc.edu.

EMPLOYEE LOGIN


STUDENT LOGIN

FIRST TIME USER? CLICK HERE

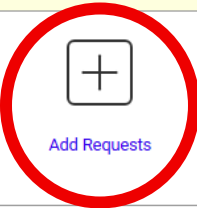
Forgot your password? [Click Here](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

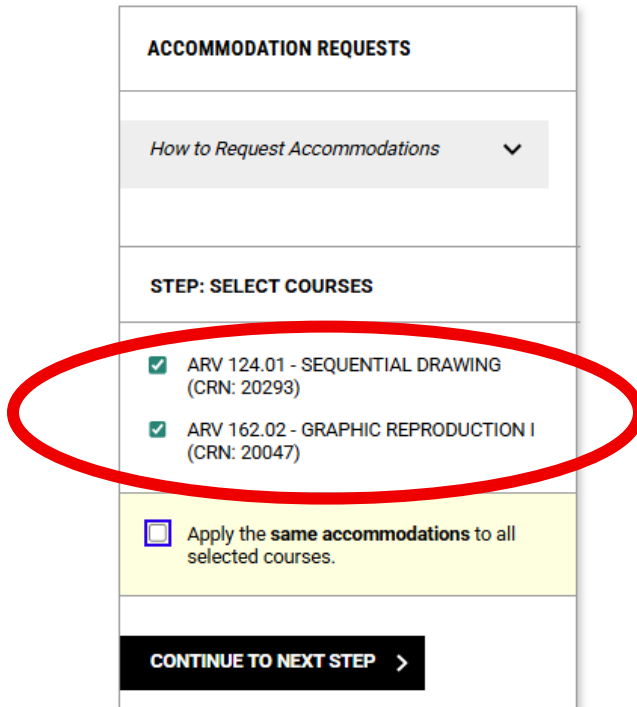
5. Your dashboard will open up and you'll see the following page.

Accommodation Requests SPRING 2026		YOUR NOTIFICATIONS
1 Number of Requests View Request Detail	 Add Requests	***THIS IS AN EXAMPLE OF A USER NOTIFICATION*** This is used to provide an individual user (it can be an employee or a student) with a notification that will appear in their dashboard. It must be manually added or removed in the User Service Center for each person. If you want examples of how this is used submit a ticket. This is a feature that is not required for initial deployment. You may wish to wait to use this feature until you have experience with the system.
List of Accommodation Requests: <ul style="list-style-type: none">• TEST 123.321 - SAMPLE CLASS ONE (CRN: X001)		

6. To request your accommodations be distributed, select the plus sign or the “add requests” link; this item is circled in the photo below.

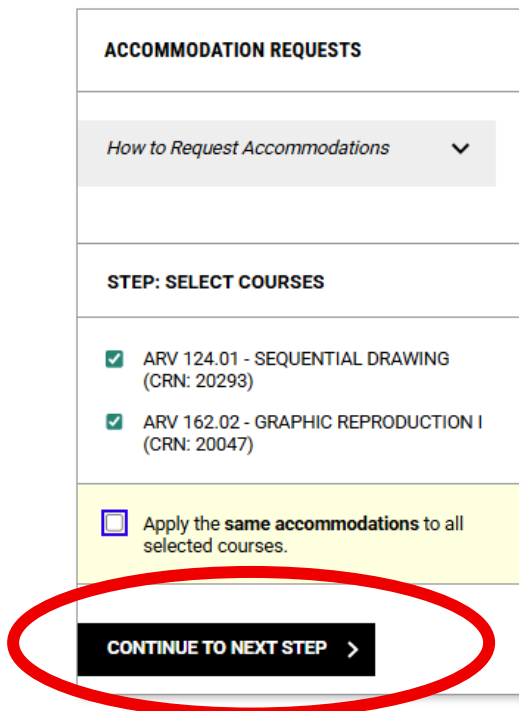
Accommodation Requests SPRING 2026	
1 Number of Requests View Request Detail	 Add Requests
List of Accommodation Requests: <ul style="list-style-type: none">• TEST 123.321 - SAMPLE CLASS ONE (CRN: X001)	

7. You will now see the page in the image below. Select the courses you'd like to use your accommodations in. If you know that you'd like to use all of your accommodations, for all of your classes, **select “apply the same accommodations to all selected courses,”** in the yellow box.



The screenshot shows a form titled "ACCOMMODATION REQUESTS". At the top, there is a dropdown menu labeled "How to Request Accommodations". Below this, the section is titled "STEP: SELECT COURSES". Two courses are listed with checked checkboxes: "ARV 124.01 - SEQUENTIAL DRAWING (CRN: 20293)" and "ARV 162.02 - GRAPHIC REPRODUCTION I (CRN: 20047)". Below the course list is a yellow box containing an unchecked checkbox and the text "Apply the same accommodations to all selected courses." At the bottom of the form is a black button with white text that says "CONTINUE TO NEXT STEP >".

8. Select “continue to next step.”



This screenshot is identical to the one above, showing the "ACCOMMODATION REQUESTS" form. In this version, the "CONTINUE TO NEXT STEP >" button at the bottom is circled in red.

9. If you did not select “apply the same accommodations to all selected courses” you can now customize which accommodations you’d like sent to each class.

PNR 128.03	PNR 154.02	STEP: FINAL STEP
Course Title: PNR 128.03 - Med/Surg Nursing 1 (CRN: 20902)	Course Title: PNR 154.02 - Maternal/Infant/Child Nursing (CRN: 20235)	<input type="checkbox"/> By submitting this request, you agree to and understand that:
<i>Course Detail</i> ▼	<i>Course Detail</i> ▼	<ol style="list-style-type: none">1. It is your responsibility to discuss your approved accommodations with your instructor for each course2. It is your responsibility to notify SAS of any issues or need to request additional accommodations3. Understand that accommodations are not retroactive, and therefore cannot apply to any work that has already been completed or missed.
<input type="checkbox"/> I do not need accommodation for this course: PNR 128.03.	<input type="checkbox"/> I do not need accommodation for this course: PNR 154.02.	SUBMIT REQUEST >
SELECT ACCOMMODATIONS	SELECT ACCOMMODATIONS	START OVER >
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	
Alternative Testing	Alternative Testing	
<input checked="" type="checkbox"/> Reduced Distraction Testing Area	<input type="checkbox"/> Reduced Distraction Testing Area	
<input type="checkbox"/> Time And 1/2 For Tests And Quizzes	<input checked="" type="checkbox"/> Time And 1/2 For Tests And Quizzes	

10. If you selected “apply the same accommodations to all selected courses,” then all you need to do is select the accommodations you’d like to use that semester.

STEP: FINAL STEP
<i>Selected Courses</i> ▼
SELECT ACCOMMODATIONS *
<input type="checkbox"/> Select All
Alternative Testing
<input type="checkbox"/> Reduced Distraction Testing Area
<input type="checkbox"/> Time And 1/2 For Tests And Quizzes
<input type="checkbox"/> By submitting this request, you agree to and understand that:
<ol style="list-style-type: none">1. It is your responsibility to discuss your approved accommodations with your instructor for each course2. It is your responsibility to notify SAS of any issues or need to request additional accommodations3. Understand that accommodations are not retroactive, and therefore cannot apply to any work that has already been completed or missed.
SUBMIT REQUEST >

11. Read the disclosures in the yellow box and then select the check box to agree.

STEP: FINAL STEP

By submitting this request, you agree to and understand that:

1. It is your responsibility to discuss your approved accommodations with your instructor for each course
2. It is your responsibility to notify SAS of any issues or need to request additional accommodations
3. Understand that accommodations are not retroactive, and therefore cannot apply to any work that has already been completed or missed.

SUBMIT REQUEST >

START OVER >

12. Select “submit request.”

STEP: FINAL STEP

By submitting this request, you agree to and understand that:

1. It is your responsibility to discuss your approved accommodations with your instructor for each course
2. It is your responsibility to notify SAS of any issues or need to request additional accommodations
3. Understand that accommodations are not retroactive, and therefore cannot apply to any work that has already been completed or missed.

SUBMIT REQUEST >

START OVER >

13. Your request will then be sent to the SAS coordinator for review.