



How to: Certify Students and Transfer Orders on aim.va

Certifying Students:

- AIM-VA students must be certified as eligible by a user designated as being able to see all the required eligibility documentation. Once a student is certified they remain certified for the remainder of the school year.

Division Administrators, LDRMs, and CDRMs can certify students.

- Students added by Div. Admins, LDRMs, or CDRMs are automatically certified
- DRMs cannot certify student so students added by a DRM must be certified by one of the three aforementioned users.

Log into your account on:
www.portal.aimva.org

Under the "Students" tab, click the "Certify Students" button

Put a check under certify for students who met eligibility requirements

Click Certify at the bottom of the page

Transferring Orders:

- Allows users to move orders from one teacher to another. (e.g. a teacher is retiring and their case load is being transfer to a new teacher)

Div. Admins, LDRMs, and CDRMs can transfer orders.

Log into your account on:
www.portal.aimva.org

Under the "Manage Orders" tab, click "Transfer orders"

Select the teacher who has the orders that need transferring

Put a check mark next to each order you need to transfer

Select the teacher that the orders will transfer to

Click the Transfer button

Need help? Please contact us at: AIMVA@gmu.edu or call 866-926-1879