How to Sign Up as a Student

This is a short manual that provides instructions on how to complete your registration with our office and request accommodations. Please reach out to us @ studentdisabilityservices@jhu.edu for any questions or concerns.

1. You will register through our portal AIM and it can be accessed by logging on to https://andes.accessiblelearning.com/JHU or http://web.jhu.edu/disabilities. The portal is integrated with Johns Hopkins authentication system and will require you to enter your JHED ID and password.
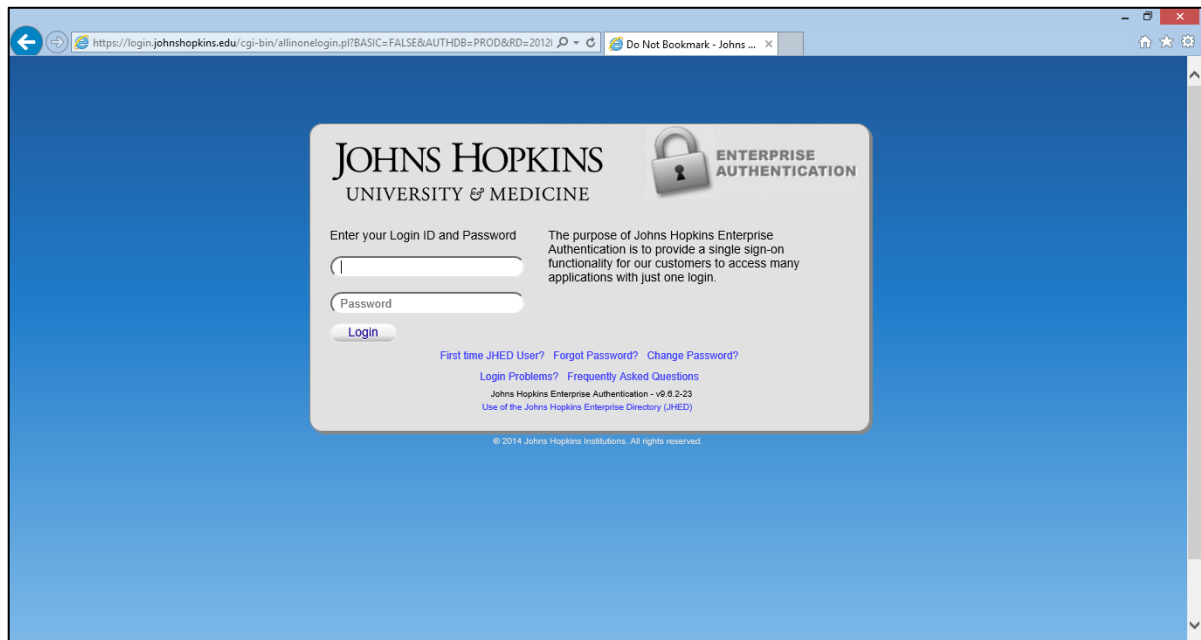

Figure 1: JHU Login Screen

2. Once you are logged in, you will be presented with an option to get started. Go ahead and click on 'Get Started' button.
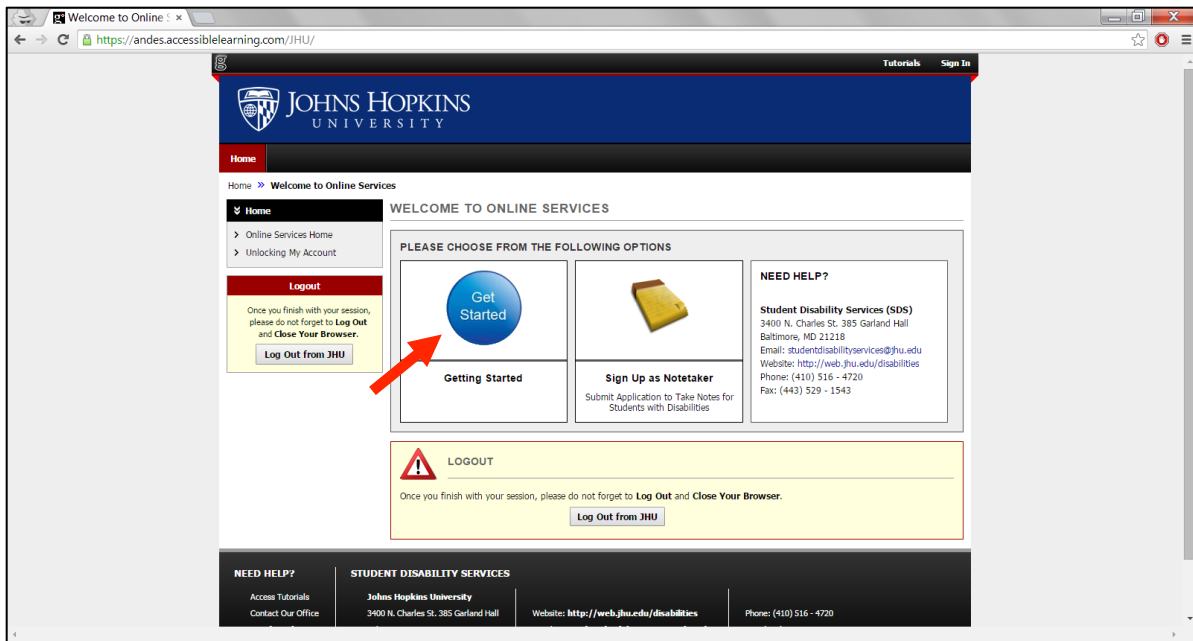
Figure 2: AIM Welcome Page

3. If this is the first time you are applying for accommodations, click on 'NO' button on the next screen.
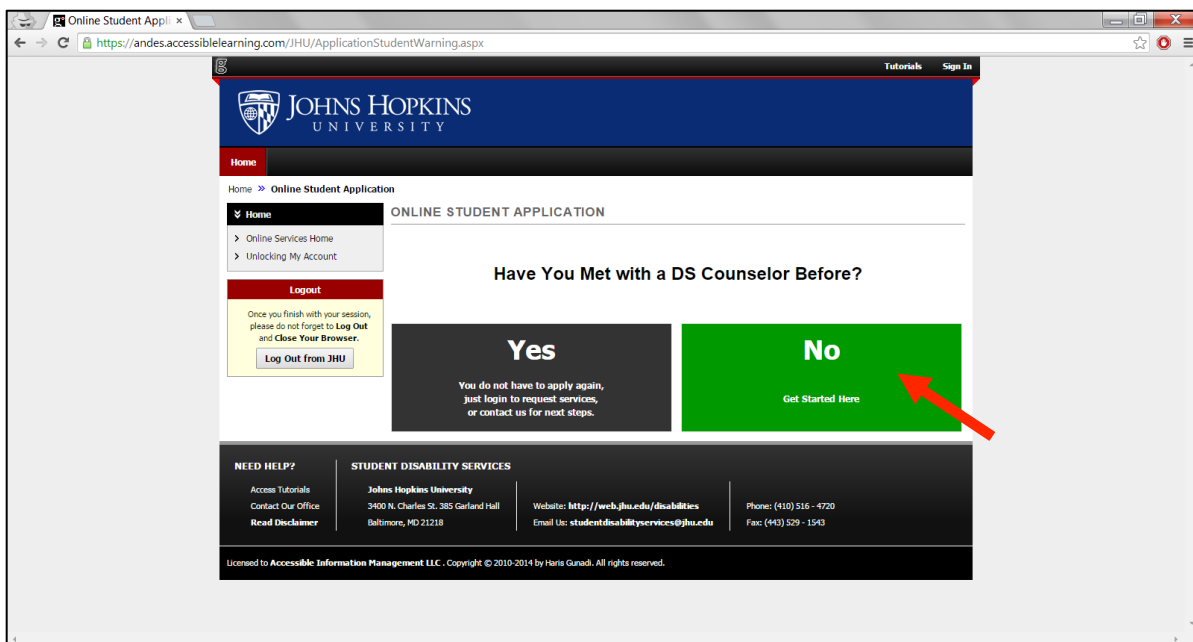

Figure 3: Student Application Page

4. Fill the required details in the application. Following screenshots will help you in completing your application:

Figure 4: Application - Personal Information

Figure 5: Locating Hopkins ID on ISIS

Figure 6: Application - Contact Information

Figure 7: Application - Selecting Disability(ies)
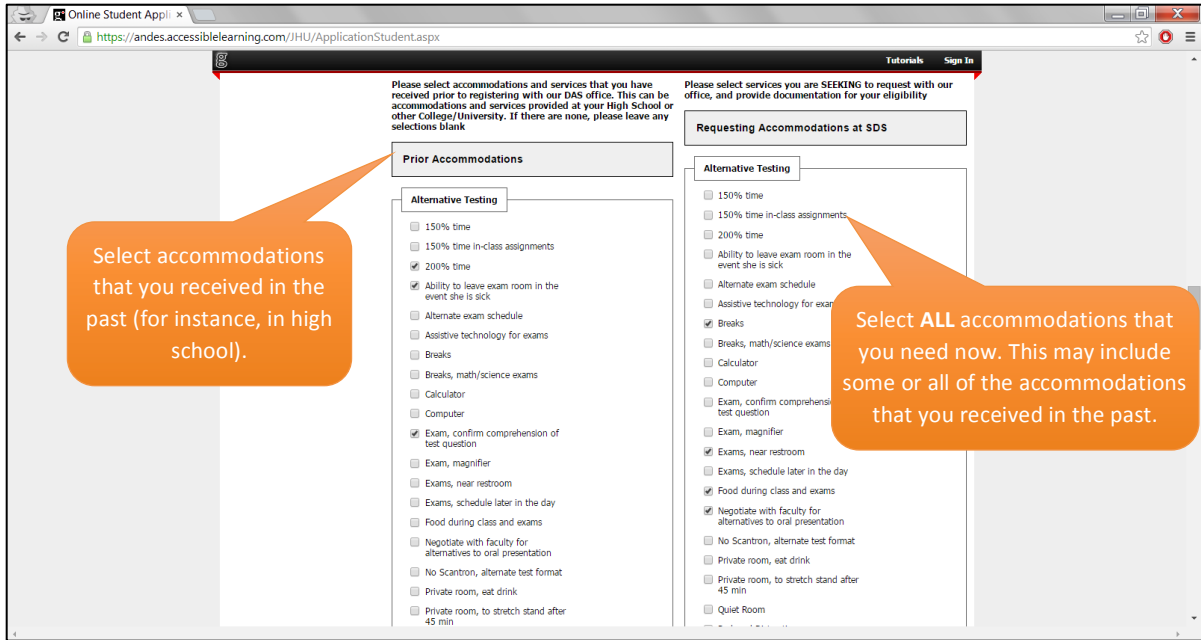
Figure 8: Application - Selecting Accommodations

5. Once you are done with filling up the application, you can submit it by entering the correct CAPTCHA in the box.
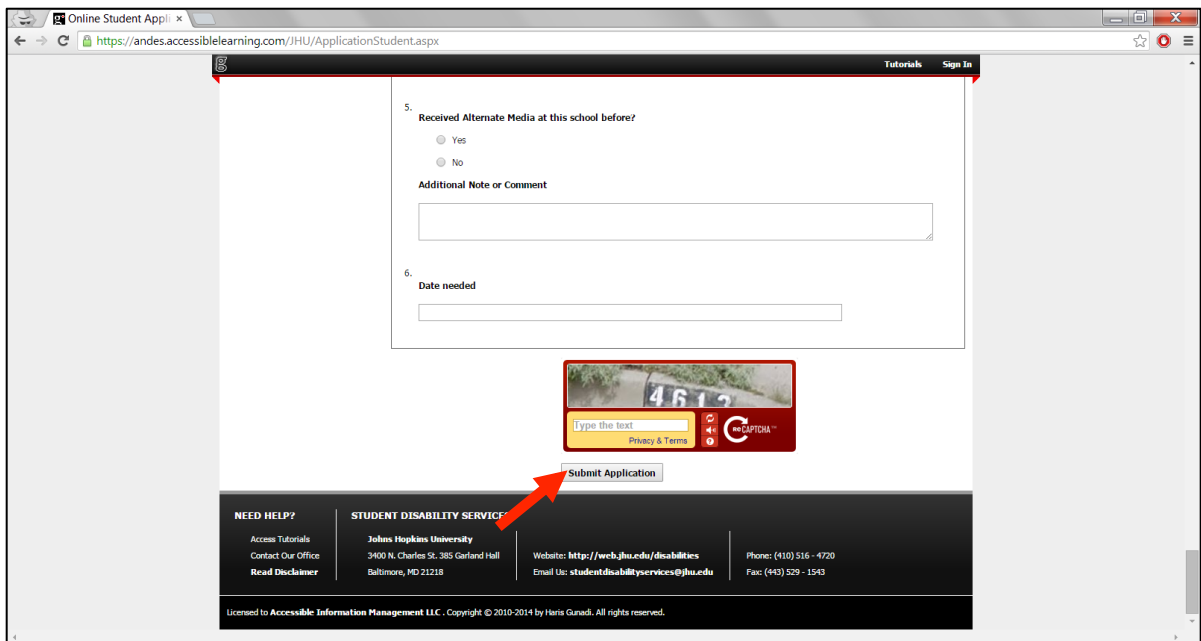
Figure 9: Application - Submit Application

6. You can then submit any relevant document to support your request by uploading them on the next page. You can find the documentation guidelines here: https://studentaffairs.jhu.edu/disabilities/prospective-newly-admitted-students/documentation-guidelines/
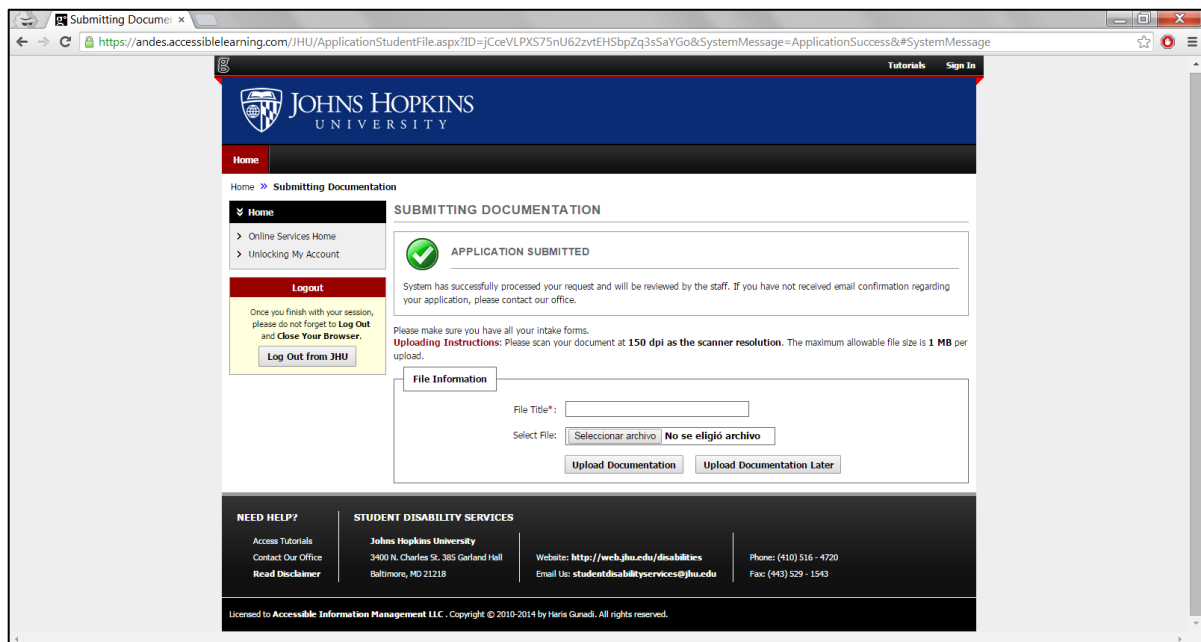
Figure 10: Uploading Relevant Documents

7. If you encounter issues while uploading your documents on AIM, please feel free to e-mail studentdisabilityservices@jhu.edu and attach the .pdf version of any relevant documents you wish to upload online.

8. Once you complete your registration, our office will contact you via e-mail to set up an appointment to discuss your requests for accommodations. The appointment could be via phone or in person.

9. After your appointment, your request will be reviewed. If approved, it might take up to 24 hours for the system to retrieve your registered courses. After that, you should be able to request accommodations for each course you are registered in.

10. Once approved, simply log in to your account and confirm your accommodations for each class. On your dashboard, you will see all your registered courses for the semester. Select the courses for which you want to request accommodations for and click on 'Continue to Customize Your Accommodations' button. (for instance, you can choose not to request 'notetaking' for a laboratory class, or 'testing' for a course without any tests and quizzes throughout the semester).
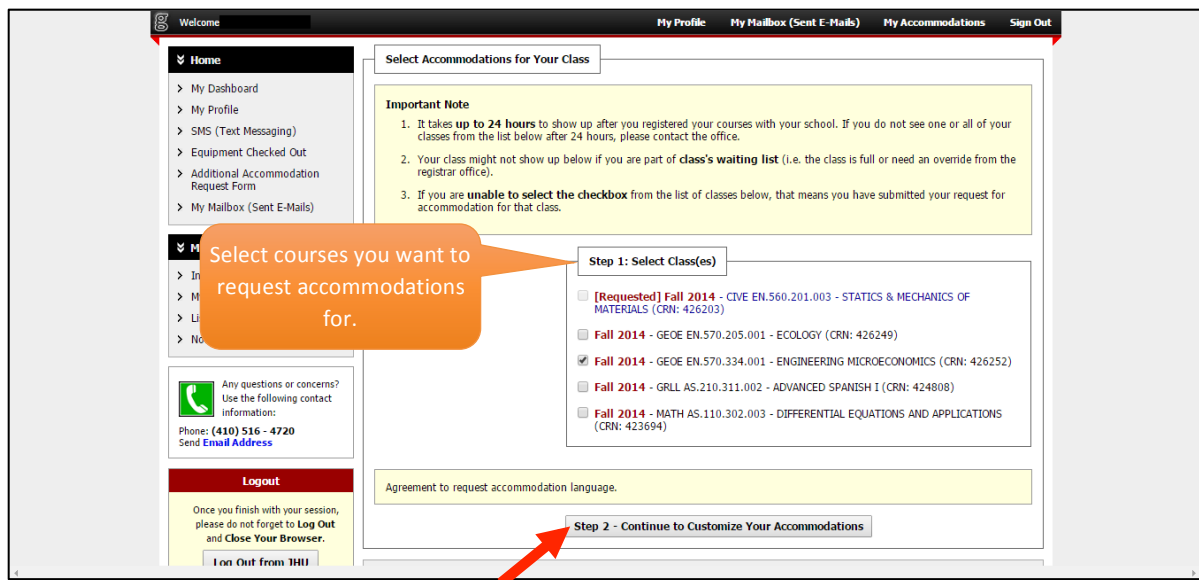

Figure 11: Customizing Accommodations

11. On the customize page, select the accommodations for each course you want to receive and click on 'Submit Your Accommodation Requests' button.
IMPORTANT: You will have to repeat this step at the beginning of each semester!

Figure 12: Submitting Accommodation Requests

IMPORTANT:

- You will have 14 (fourteen days) from the beginning of the semester (or from the day you register for class) to confirm your need for notetaking.
- If you are approved for testing accommodation, please reach out to your Professors and/or TAs to understand how they prefer to handle alternative testing requests (will you be taking the tests at Student Disability Services Office? Will the Professor provide a quiet space for all students requesting testing accommodation?)

CONTACTS:

For any general inquiry, please e-mail studentdisabilityservices@jhu.edu

For any questions regarding notetaking, please e-mail: notetaking@jhu.edu

For any questions regarding testing, please e-mail: testing@jhu.edu

Feel free to come to the office and we will be happy to assist you. Our office is located in Garland 385 and we are open 8:30-5.

If you wish to meet with the Assistant Director, Ms. Cristina Finan, we kindly ask you that you set up an appointment in advance. Please e-mail studentdisabilityservices@jhu.edu to do so.