

[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.

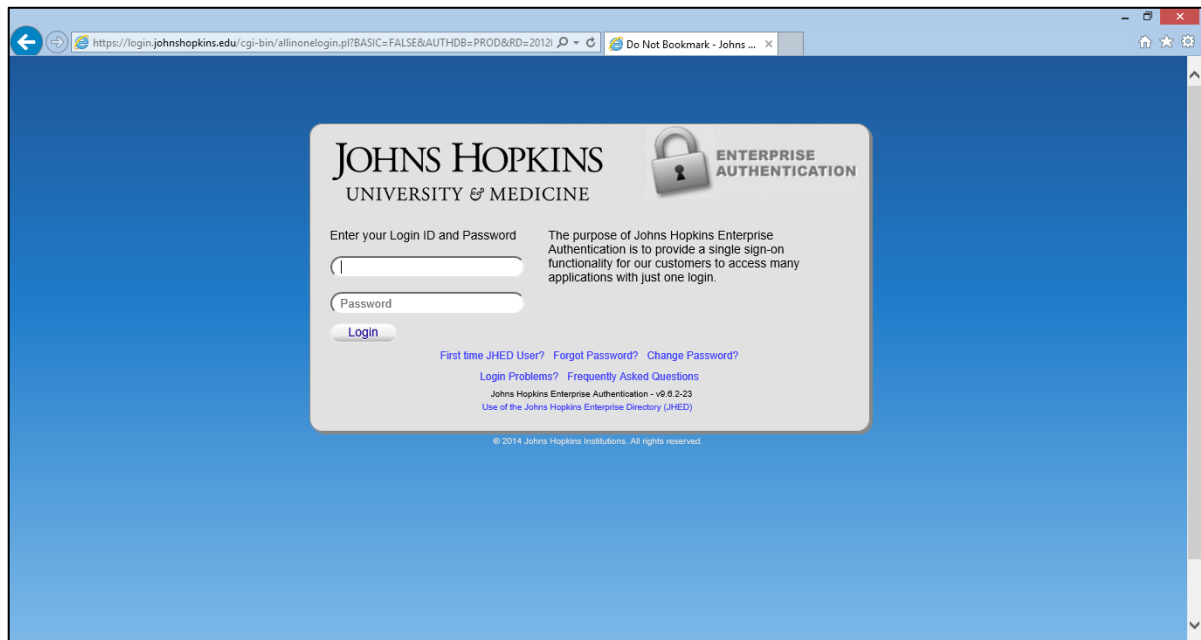


Figure 1: JHU Login Screen

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

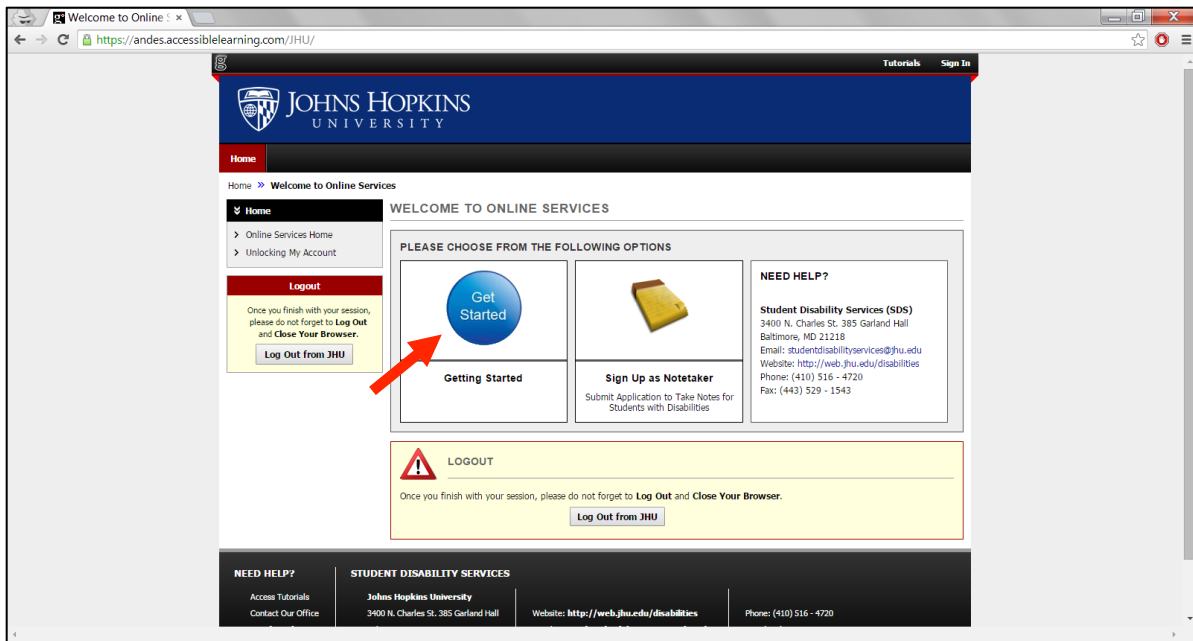


Figure 2: AIM Welcome Page

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

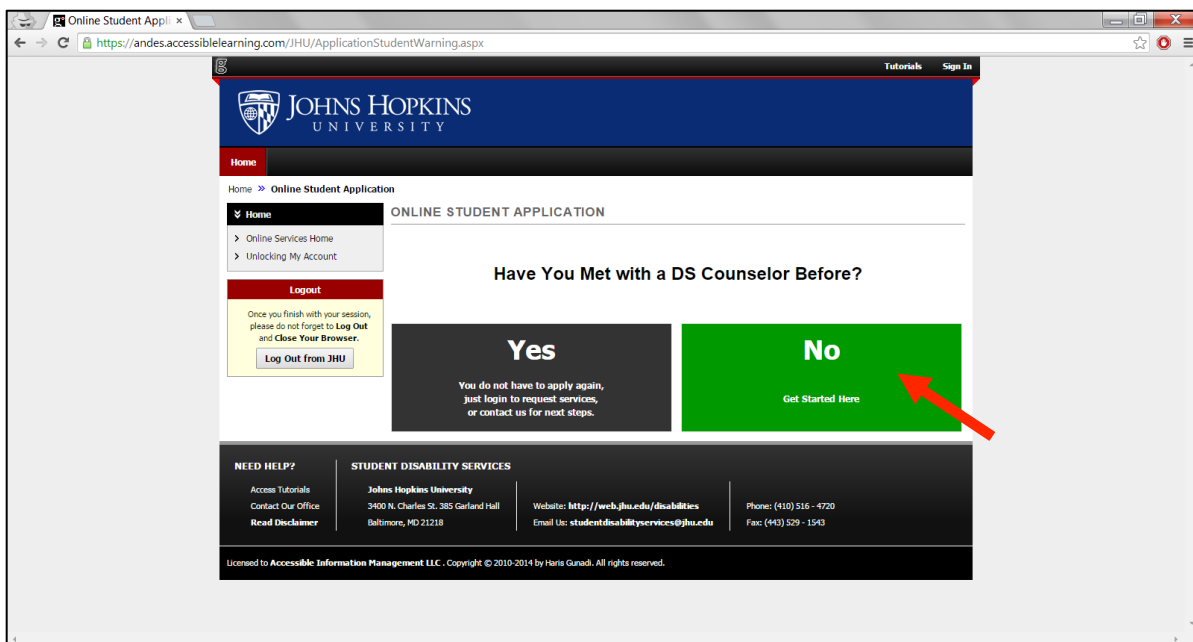


Figure 3: Student Application Page

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

The screenshot shows the 'ONLINE STUDENT APPLICATION' page for Johns Hopkins University. The 'Personal Information' section contains the following fields:

- Start Term*: 2014 - Fall (Note: Select when you would like to start your services.)
- Expected Graduation Term: 2017 - Spring (Note: Select when you plan to graduate.)
- First Name*: Test
- Last Name*: Student
- Middle Name: [Empty]
- Optional Preferred Name: [Empty]
- Student ID: A1B2C3 (Hint: Enter 6 alpha numeric characters.)
- Birth Date: 01/01/2000 (Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).)
- Gender*: Male

An orange callout box points to the Student ID field with the text: "This is NOT your JHED ID. Your Hopkins ID can be found on Top-Right corner of your ISIS Account."

Figure 4: Application - Personal Information

The screenshot shows the ISIS Integrated Student Information System interface. The top right corner displays 'Welcome, [Name]' and 'Hopkins ID: [ID]' with a red arrow pointing to the ID field. The main content area includes sections for Registration, Financial Aid, and Billing with various announcements and dates.

Registration

- > **Spring 2015 registration** begins at 7:00 .am. Monday, December 1, 2014 through Sunday, January 25, 2015 for resident and non-resident graduate students. Registration instructions can be found at [Office of the Registrar > Students > Registration > Graduates](#). Posted: 11/14/2014
- > **Intercession 2015** begins on Monday, January 5, 2015 and continues through Friday, January 23, 2015. Registration instructions can be found at [Registration instructions](#) can be found at [http://jhu.edu/registrar > Students > Registration > Graduates](http://jhu.edu/registrar).
 - Graduate students must register in-person and can begin on Monday, January 5, 2015 at 8:30 AM.
 - Graduate student registration is accepted on a space-available basis. Posted: 11/14/2014
- > **WAITLIST** - When searching for courses, sections may be labeled as waitlist only. Waitlisting is not an option for graduate students. The course can be added, in-person, with an instructor's signature. Posted: 11/13/2014

Financial Aid

- > Students may add an authorized user to their ISIS financial aid records by clicking Authorized User on the Personal Info tab above. Posted: 2/25/2009
- > **Interested in applying for financial aid? File the FAFSA** using school code E00473 and submit the [JHU financial aid application online](#) (under forms to fill out ONLINE). Allow 10 business days for processing. You will be notified of your awards via email. Posted: 9/24/2007

Billing

- > **Graduating in December?** Balance Forward or Fall charges are due immediately. Any pre-billed spring charges will be reversed in January by the Registrar after your degree conferral is confirmed. **Continuing students** - Any Spring charges not paid by the Due Date of 1-23-2015 will create a Financial Hold. This will block your access to enrollment or transcripts. Please review your account on <https://isis.jhu.edu> to see your history and make your payment. If any questions, please click on the Contact Us link, or call us at (410) 516-8158. Posted: 12/10/2014
- > **Authorized Users:** To allow parents/others to receive monthly billing notices by email and to give permission for staff to discuss your account, please set up parents/others as Authorized Users under the Billing tab above. Posted: 4/9/2008
- > **Questions:** <http://www.jhu.edu/~studacct/> or (410) 516-8158. Posted: 9/24/2007

Figure 5: Locating Hopkins ID on ISIS

Online Student Appli x
 https://andes.accessiblelearning.com/JHU/ApplicationStudent.aspx

Tutorials Sign In

Contact Information

Cell Phone Number:
 Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Land Line Phone Number:
 Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Email Address*:

Local Address

Address*:
 City*:
 State*:
 Zipcode*:
 Hint: Enter zipcode as 97331 or 97331-0000.

Permanent Address Same as Local Address

Address:
 City:
 State:
 Zipcode:
 Hint: Enter zipcode as 97331 or 97331-0000.

Additional Information

Primary Disability*:
 Secondary Disability(ies):

Figure 6: Application - Contact Information

Online Student Appli x
 https://andes.accessiblelearning.com/JHU/ApplicationStudent.aspx

Tutorials Sign In

Additional Information

Primary Disability*:

Secondary Disability(ies)

General Category

- ADD/HD
- Blind/Vision
- Injury
- Mobility
- Other
- TBI
- Autism Spectrum Disorder
- Deaf/HOH
- Medical/Chronic
- Neurological
- Psychological
- Temporary

Learning Disability

- LD
- Reading Disorder

Other Disability or Note:

Seeking Degree:

Major:

Affiliation(s)

- Commission for the Blind
- Distance Education
- Division of Vocational Rehabilitation
- Veterans

Ethnicity(ies)

Select Primary Disability. If more than one, add other(s) to Secondary Disability(ies)

You can leave this blank if it does not list your major.

Figure 7: Application - Selecting Disability(ies)

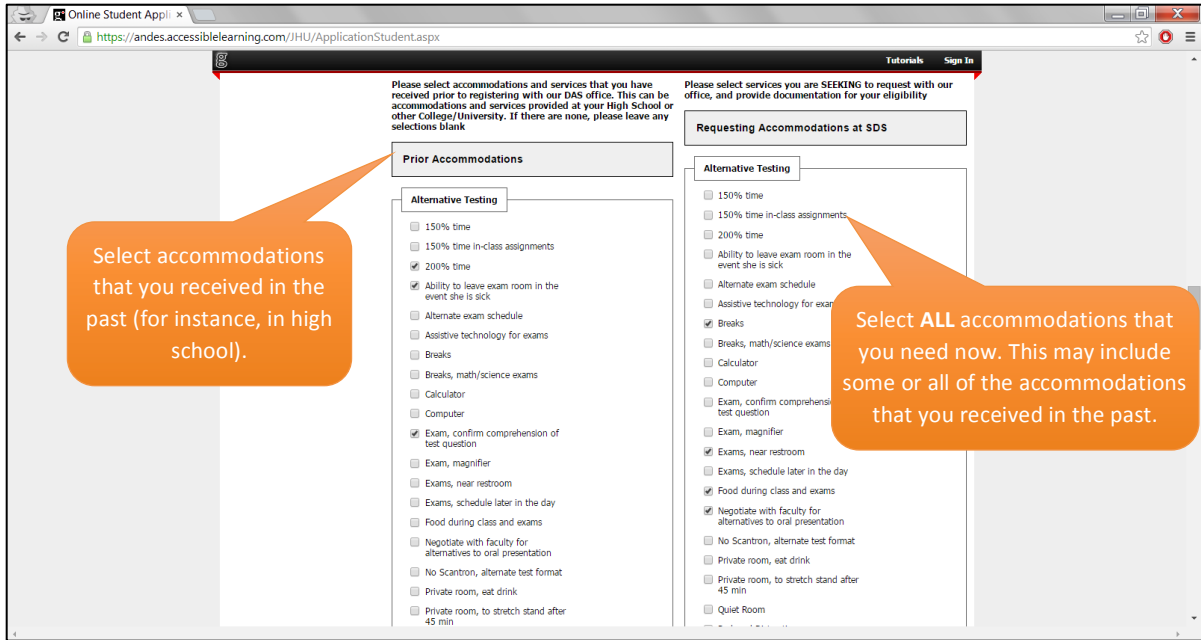


Figure 8: Application - Selecting Accommodations

- Once you are done with filling up the application, you can submit it by entering the correct CAPTCHA in the box.

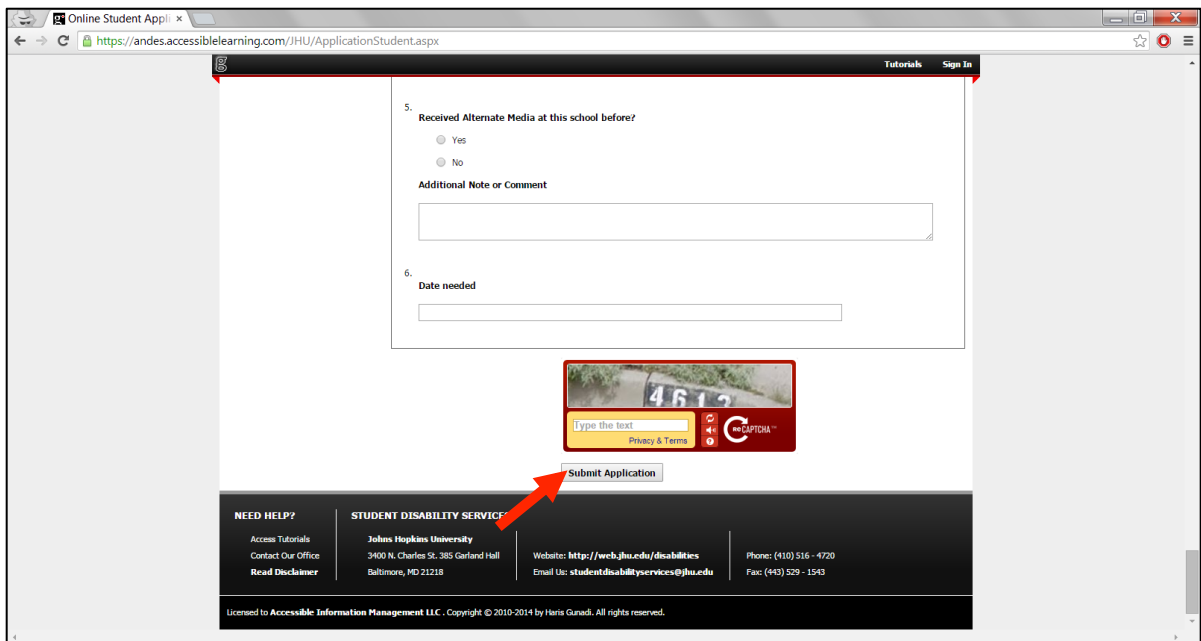


Figure 9: Application - Submit Application

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/>

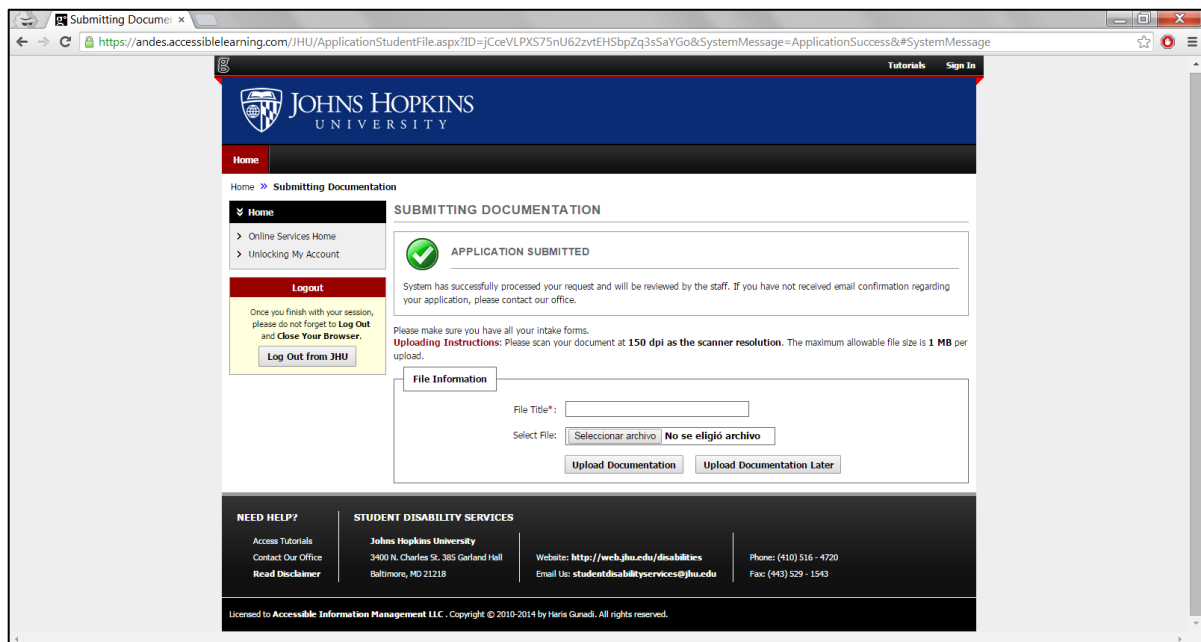


Figure 10: Uploading Relevant Documents

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).

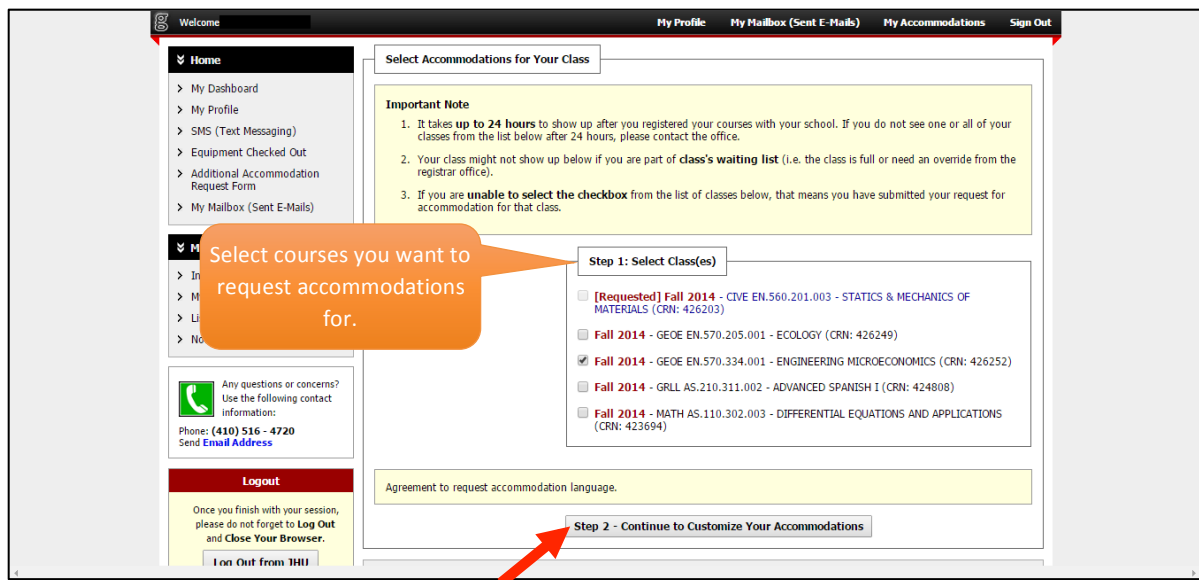


Figure 11: Customizing Accommodations

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!

Welcome | My Profile | My Mailbox (Sent E-Mails) | My Accommodations | Sign Out

Final Step: Select Accommodation(s) for Each Class

GEOE EN.570.334.001 - Engineering Microeconomics (CRN: 426252)

Instructor(s): Benjamin F Hobbs
 Days and Time(s): TR at 09:00 AM - 10:15 AM
 Date Range(s): 08/28/2014 - 12/05/2014
 Location(s): Ames 402

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for GEOE EN.570.334.001

Notetaking Services

Select the check box if you would like SDS to email this accommodation letter to your instructor(s) for GEOE EN.570.334.001 - Engineering Microeconomics course.

Submit Your Accommodation Requests | Back to Overview

Questions? Contact Us!
 Please contact our office if you have any questions or concern.
Student Disability Services (SDS)
 3400 N. Charles St. 385 Garland Hall
 Baltimore, MD 21218
 Email: studentdisabilityservices@jhu.edu

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

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.