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. We will be using our new software, “AIM”, for all purposes this semester. AIM can be accessed by logging on to https://andes.accessiblelearning.com/JHU or http://web.jhu.edu/disabilities. The portal is integrated with the Johns Hopkins authentication system and will require you to enter your JHED ID and password.

![Figure 1: JHU Login Screen](image)
2. Once you are logged in, you will be presented with either of the two screens described below. If you are presented with the screen listing details of the courses you are registered in (Figure 2), skip to Section 8.

Otherwise you will be presented with an option to get started. Go ahead and click on the ‘Get Started’ button (Figure 3).

Figure 2: Course enrollment details

Figure 3: AIM Welcome Page
3. If this is the first time you are applying for accommodations using AIM, click on the ‘NO’ button on the next screen.

![Figure 4: Student Application Page](image)

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

![Figure 5: Application - Personal Information](image)
Figure 6: Locating Hopkins ID on ISIS

Figure 7: Application - Contact Information
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.

Select accommodations that you received in the past.

Select ALL accommodations that you need now. This may include some or all of the accommodations that you received in the past.

**Figure 8: Application - Selecting Disability(ies)**

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

Figure 10: Application - Submit Application
6. You can then submit any relevant documents to support your request by uploading them on the next page. You can also choose to upload the documents later. If you have previously been approved by our office, you will not need to upload any documents.

![Image of a website interface for submitting documentation]

Figure 3: Uploading Relevant Documents

7. Your application will then be reviewed by our office and you will be contacted with further information. Once 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.
8. Once approved, simply log in to your account. On your dashboard, you’ll 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.
9. On the customize page, select the accommodations for each course you want to receive and click on ‘Submit Your Accommodation Requests’ button.

*Figure 5: Submitting Accommodation Requests*