AIM INSTRUCTIONS: STUDENTS

Center for Students with Disabilities
First Steps – Set your password

• When your profile is first created in the system, you will need to reset your password (you do not need to do this every semester)

• Follow the link on the front page of the Center for Students with Disabilities website

• Click on “Reset My Password” on the left side of the screen
First Steps – Set your password

• Enter your username and complete the Captcha, then click “Reset My Password”
First Steps – Set your password

- If it was successfully submitted, you will see a green checkmark and the statement that the “System Update Is Successful” at the top of the page.

- The page will NOT revert back to the login screen; you will need to do that by clicking on “Home”.

Reset Your Login Information

If you have problems logging into the online services after multiple attempts, your account will be locked.

The process to reset your account is really simple:

1. Enter your username (please do not enter your email address) and click Submit button.

2. Check your email from the online services. If you have not received an email within 10 minutes, please check your username or your profile is In-Active.

3. Use the temporary username and password to login to the system.

Username:*:

Reset My Password
First Steps – Set your password

• IF YOU RECEIVE AN ERROR MESSAGE
  • Re-enter your username, being careful about spelling, and carefully complete the Captcha
  • If you still get an error message, contact your DSC. They can have the system send the password reset email, which will contain either your username or a temporary username
First Steps – Set your password

• Follow the instructions in the email, logging in with the username and password provided

• You will then be able to change your username (if desired) and your password

CHANGE MY LOGIN INFORMATION

Login Information

Note: After entering your new username and password, the system will redirect you to sign in page.

Username*: dimola
Password:
Confirm:

PASSWORD REQUIREMENT OR SUGGESTIONS

• Minimum length of 6 characters.
• Do not use one entire piece of personally identifiable information such as your Social Security number, telephone number, or date of birth. Instead, alter or disguise it.
• Do not use more than 5 instances of a single number or letter, or easily recognizable sequences (e.g., 12345 or 11111).
First Steps – Set your password

• You will then be taken back to the log in screen, where you should enter your username and password
• You will also receive a confirmation email regarding the change to your log in information
The New Student Profile

• You now have a Student Profile with CSD – like Facebook, but for accommodations rather than socializing

• From this profile, you will request your class accommodations, complete the Alternative Testing Contract, make Alternative Testing Requests, and connect with your notetakers

• In the future, other services will be completed through this system, such as requesting alternative formats of your texts
IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**
  1. INTRAUVN 104.86 - New Student Seminar
     - Alternative Testing: You have not submitted alternative testing contract for this class.
     - Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
     - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.

If you have any questions, please contact our office.

**Center for Students with Disabilities**
Andersen Library Room 2002
800 West Main Street
Whitewater WI 53190

Front Desk: 262-472-4711
Fax: 262-472-4865
Email: csdat@uwu.edu

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.
Student Profile – First thing you see

• When you log on, the first thing you will see is a notification of any actions you need to take, such as requesting accommodations, completing the Alternative Testing Contract, making Alternative Testing Requests, etc.

CSD is NOT using the Alternative Format module for the Fall 2016 semester
Student Profile – First thing you see

• The name and contact information for your Disability Services Coordinator is listed on the left side of the page
Student Profile – First thing you see

• Once you have sent off an accommodation request to your instructor, your front page will also show you which classes you requested accommodations for and what accommodations you requested for those classes.
Student Profile – First thing you see

- You use the left hand menus to edit your profile and make your requests
- Click on “My Profile” to edit your contact information
- Click on “Change My Login Information” to reset your password and username
- Click on “My Mailbox” to see emails sent through the system
Student Profile – First thing you see

- Click on “My Eligibility” to see all of your approved accommodations
- Click on “List Accommodations” to see your completed accommodation requests and to make new accommodation requests
- Depending on your approved accommodations, the options below “List Accommodations” will change (for example, if you only receive accommodations for housing, you will not see anything below “List Accommodations”)

```
My Accommodations
- My Eligibility
- List Accommodations
  > Alternative Testing
  > Alternative Formats
  > Notetaking Services
```
REQUESTING ACCOMMODATIONS
How Will I Inform Instructors About My Accommodations?

• After you are approved for accommodations through CSD, every semester you will select which accommodations you want for each class and schedule a notification email to be sent out
  • It’s like customizing an email version of your VISA!

• Your DSC then gives the final okay on the your requested accommodations and has the system send out the notification email
  • This allows DSC’s to make sure new students and students with unique accommodations requested the correct accommodations for their courses

• You are copied on the email to your instructor; please review this email and let your Disability Services Coordinator know if you have any questions
Accommodation Request

• Click on “List Accommodations” on the left side of your Dashboard
Accommodation Request

• Select the classes you want to send in accommodation requests for
  • If you want different accommodations for specific classes, select those classes separately

Step 1: Select Class(es)

- Fall 2010 - ST 511.610 - METHODS OF DATA ANALYSIS (CRN: 40231)
- Fall 2010 - ST 511.612 - METHODS OF DATA ANALYSIS (CRN: 40233)

Step 2 - Continue to Customize Your Accommodations
Accommodation Request - Example

• Say you are in five classes: an English class, a Math class, a GENED, a Chemistry lecture and a Chemistry lab. Your approved accommodations include extra time on tests, notetaker, and an In Class Aide. You decide you only need an In Class Aide in your Chemistry lab, but you want your other accommodations in all your classes.

• You would select your English, Math, GENED, and Chemistry lecture courses for one batch of accommodation notifications and complete the process with them, only checking off your extra time and notetaker accommodations.

• Then, you would repeat the steps, this time selecting your Chemistry lab course, and check off all three of your accommodations (extra time, notetaker, and In Class Aide).
Accommodation Request

1. Select your desired accommodations from the list
2. Check the box stating you understand that your DSC will complete the final step, triggering your request to be sent to your instructors
3. Select Submit Your Accommodation Requests
Accommodation Notice – Example of faculty notification

• As you will see in the example, the accommodations are listed as follows:
  • Group (Aides, Alternative Testing, Notetaking, etc.), with a brief description of the group
  • Specific accommodation (In Class Aide, Extra Time 1.50x, etc.), with a brief description of the accommodation

• There is also a space for Additional Notifications, where your DSC will include any uncommon accommodations you qualify for (such as a blank piece of paper with which to block out questions/answers on a test, or a limited number of questions per page)
CONFIDENTIAL INFORMATION—PLEASE DO NOT FORWARD

Fall 2016 - INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486)

Professor Amy Dimola,

This letter is verification that Trial Student Not Specified, is registered with the Center for Students with Disabilities. The student has been approved for specific accommodations based upon the recommendations of CSD staff, disability documentation, and an evaluation of the student’s needs. This information is confidential. Revisions may occur, pending additional information, changes in disability status, or periodic review; if new accommodations are identified as appropriate for your class, you will receive a new notification. If you, as the instructor, have other accommodations, methods, or techniques for better access to your course content, please speak with the student and contact the DSC (information below) to discuss. Services are effective until the end of the semester, unless otherwise indicated.

The accommodation(s) most appropriate as it relates to your class is/are the following:

1. Aides

   The student qualifies for in class aides and/or out of class aides to assist with work completion and classroom access.

   o In Class Aide

      Aides act as extra "eyes and hands" for a student in the course. Aides are not tutors or notetakers; aides may take "real time" notes of certain aspects of the course, but students utilizing aides who want thorough notes for each class should still utilize notetakers or notetaking technology.
Accommodation Notice – Faculty Notification Letter (continued)

*Note: Bunny ears are not actually an approved accommodation
I need to change my accommodations for a class!

- If you want to inform your instructor of other accommodations:
  - Click on “List Accommodations”
  - Then click on “Modify Request” for the class in which you want to alter your accommodations
ALTERNATIVE TESTING
What Is An Alternative Testing Contract And What Do I Need To Do About It?

• Students are now required to complete an Alternative Testing Contract before they are able to make Alternative Testing Requests.

• You should meet with each of your instructors to discuss the questions asked on the contract and complete it together (just as you were supposed to meet with your instructors to talk about your VISA).

• If you are unable to meet with your instructor, you may complete the contract without them and a copy of the contract will be sent to your instructor for review and approval; from this email, they will be able to approve the contract or request to modify it.
Alternative Testing Contract – Why?

• This step is being added as additional encouragement for students and instructors to meet and discuss accommodations in person, when possible.
• It provides a way to structure your discussion with your instructor when you talk about your accommodations.
• The contract also addresses some frequent areas of confusion between students and instructors, which can result in problems during the semester. By having students and instructors discuss these potential issues at the start of the semester, these issues can be avoided.
Alternative Testing Contract - How

• Click on Alternative Testing in the left menu
Alternative Testing Contract - How

• Click on “Submit Alternative Testing Contract” in the upper right
Alternative Testing Contract

• Select the class from the dropdown menu, then check off UW-Whitewater Alternative Testing Contract
Alternative Testing Contract

- The first part of the contract consists of a description of the contract and directions for the instructor filling out the contract with you.
Alternative Testing Contract

• After you and your instructor have reviewed the first part of the contract, continue on to answer the questions.
Alternative Testing Contract

• Enter in the amount of time the class will have for each test type (another reason this should be completed with the instructor)

• Any test types not used by your instructor can be left blank; **you will not be able to select them when making an Alternative Testing Request**

If you have the accommodation of time and a half, enter information for the Final – Time and a half; if you have the accommodation of double time, enter information for the Final – Double Time; if you have both enter the same amount of time in each
Alternative Testing Contract

• Enter in the instructor’s phone number and any additional information regarding the tests
Alternative Testing Contract

• Review your responsibilities as a student and check them off

• If you do not understand or agree with any of the items, it is your responsibility to meet with your DSC to discuss them
Alternative Testing Contract

• Once you have completed the Alternative Testing Contract, click “Submit Alternative Testing”
Dear Professor,

Trial Student, has completed the following Alternative Testing Contract and submitted it to the Center for Students with Disabilities. Students have been instructed to complete their contracts in collaboration with their instructors to ensure the accuracy of the information submitted.

Please review the contract and either click on the link to approve it as submitted, or if there are changes needed click on the "Need to Modify Contract" link which will give you an opportunity to send Patty Beran a message with the modifications needed.

Student: Trial Student

Type: UW-Whitewater Trial Alternative Testing Contract v2

Contract Status: Confirmed (Contract Confirmed by Staff).

Your contract has successfully submitted.

If you have any questions please contact the Center for Students with Disabilities at 262-472-4711, or by visiting the office in the Andersen Library building, room 2002.

Additional Information:

Alternative Testing Contract Detail:
Alternative Testing Contract – Instructor Email (continued)

Alternative Testing Contract Detail:

1. If I am unable to take my test at the same time as the rest of the class (due to class conflict or the test happening outside of testing room hours), I will take my test... (Tests should be taken within 24 hours of the scheduled class time, unless otherwise arranged with the instructor)

   Answer:
   Not applicable, as I can take my exams at the same time as the rest of the class.

2. I will take my exam with the instructor providing accommodations

   Answer:
   No

Exam Type(s) and Length:

1. Exam 50 Minutes.

If you have any questions, please contact the student’s Disability Services Coordinator at.
How Do I Request To Take My Tests In CSD?

- You will still make electronic requests, simply through a different system
- Your instructors will be notified when you make an Alternative Testing Request
Alternative Testing Request

• Click “Alternative Testing”
Alternative Testing Request

• Select your class from the dropdown menu and click “Schedule an Exam”
  • ANY CLASSES FOR WHICH YOU HAVE NOT COMPLETED AN ALTERNATIVE TESTING CONTRACT WILL NOT APPEAR IN THE DROPDOWN MENU

• You can also review any of your completed testing contracts from this window
Alternative Testing Request

- Select the exam type from the dropdown menu (only exam types with times entered in the Alternative Testing Contract will appear in the dropdown menu), and enter the date and start time of the test.
Alternative Testing Request

• Check off which accommodations you would like for the test
• In the “Additional Note” area, include anything you are allowed to use on the test (that was not determined on the Alternative Testing Contract), and/or anything else CSD should know about that exam
Alternative Testing Request

• Review the “Terms and Conditions” on the request, which outline some of your responsibilities, and click “Add Exam Request”
Alternative Testing Request – Late Request

• If you are making a request less than 5 days in advance (10 days for finals), you will need to select your reason for submitting the request late.

LATE EXAM NOTICE

All late Alternative Testing Requests must be approved by the Center for Students with Disabilities AND your instructor.

If you have any questions, please contact the Center for Students with Disabilities at 252-472-4711 or by visiting the office in the Anderson Library building, room 2002.

Late Exam Request

Reason*: Select One
If you select Other, please specify the reason of late exam request below.

Additional Information:

Note: Enter ADDITIONAL INFORMATION and/or ADDITIONAL TIMES you are available (times must be approved by instructor – refer to your alternative testing contract)

I have read and understood the late exam request policy above.

Submit Late Exam Request  Back to Exam Detail or Modify Date
Alternative Testing Request

• When your request is submitted, a green checkmark will be at the top of the screen with the statement “System Update Successful”

• The exam will also be listed as an “Upcoming Exam Request for the Current Class”, with the status of the request

• If you need to change the details of your request (such as date or time), click on “Modify Request”
Alternative Testing Request Instructor Notice

This email was copied to:
- dimelaas@uww.edu
- nmarieke@uww.edu

**SPECED 290.03 - WORKSHOP (CRN: SPECED29003)**

You are receiving this message because a student in the class listed above has submitted a new exam request to be administered at the Center for Students with Disabilities.

**Student:** Trial Student

**Class:** SPECED 290.03 - WORKSHOP

**Exam Type:** Exam

**Date:** Tuesday, August 09, 2016

**Time:** 09:00 AM

**Accommodation Requested:**
- Extra Time 1:50h
- Testing - Text-to-Speech
Alternative Testing Request Instructor Notice (continued)

Date: Tuesday, August 09, 2016
Time: 09:00 AM

Accommodation Requested:
- Extra Time 1.50x
- Testing - Text-to-Speech

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: https://cartridge.accessiblelearning.com/UIW7/ExamFile.aspx?ID=E761195524301658&Key=42afv+uX

If you have any questions, please contact Patty Beran at the Center for Students with Disabilities.

Thanks,

Patty Beran, Alternative Testing Coordinator
Center for Students with Disabilities
262-472-4711
Anderson Library Building, 2002

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be privileged information. If you are not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sender that you have received this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure may be a violation of FERPA. Do not forward or copy this message.
NOTETAKING
Notetaking

• Notetakers will now sign up electronically and be matched with the student(s) receiving their notes through our system
• Those who have been notetakers before can sign up before classes start, so your instructors may not need to make an announcement to the class asking for volunteers!
• If we do need your instructor to make an announcement, we will send an additional email with the details of the announcement
• Your instructor will also receive an email when a notetaker is paired with any students who need notes in your class
Notetaking

• You need to confirm that you need a notetaker for your course before you will be paired with a notetaker

• This is done to double-check your needs after you have spoken with your instructor, in case you have decided another method would better suit your needs
Notetaking

• Click “Notetaking Services” in the left menu
Notetaking

- Click the “Confirm Now” link for each class in which you still want a notetaker

**NOTETAKING SERVICES**

<table>
<thead>
<tr>
<th>INTRAUNIV 104.86 - New Student Seminar</th>
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</table>

Please Confirm Your Notetaking Services Request

Please use the following link to confirm that you will need Notetaking Services for your course: [Confirm Now](#)
Notetaking

• Once a notetaker has signed up for your class, you will be receive an email notification with your notetaker’s contact info

• You are still encouraged to make contact with your notetaker, but you are no longer required to meet them in person

• You will receive an email notification whenever there are notes uploaded for your classes
Notification email when paired with a notetaker

A notetaker has been assigned to your class. You can see the contact information and name of the notetaker by logging into CSD Connect (https://cascade.accessiblelearning.com/UWW/).

INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486)

If you have any questions, please contact the Center for Students with Disabilities.

Center for Students with Disabilities
Andersen Library Room 2002
800 West Main Street
Whitewater WI 53190

Front Desk: 262-472-4711
Fax: 262-472-4865

Email: csdat@uwu.edu
Notification email when notes are uploaded

Please do not reply directly to this e-mail it is a system generated message.

New notes have been posted and are available for download:

Class: **INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486)**

Please log on to CSD Connect (https://cascade.accessiblelearning.com/UWW/) to download your notes.

**Important Note:** Before you open your file, please make sure that you scan your file with an Anti-Virus program.

If you have any questions or concerns, please contact the CSD.

**Center for Students with Disabilities**
Andersen Library Room 2002
800 West Main Street
Whitewater WI 53190

Front Desk: 262-472-4711
Fax: 262-472-4865

Email: csdat@uww.edu
Downloading Notes

- Click on “Notetaking Services”
- If there are any notes to be downloaded, they will appear here, organized by class.

**NOTETAKING SERVICES**

**REMEMBER TO SCAN FILE WITH ANTI-VIRUS AFTER DOWNLOADING**

**Important Notice:** We recommend that you use AntiVirus to scan your document after downloading from our application. If you find file that is infected with virus, please contact us as soon as possible.

**INTRAUNV 1D4.86 - New Student Seminar**

List of Notetaker(s):
- Name: Donald Malchow (Email: melchowd14@uww.edu).

**Available Note(s) for Download (Click to Expand)**

- Notes for Week 1 (Monday)  
  File Name: direct_deposit.pdf  
  File Size: **110 KB**  
  Uploaded on: Tuesday, August 30, 2016 at 11:29:41 AM
Summary of Student Responsibility

• What do you need to do?
  • Check your email for messages from “Accessible Information Management on behalf of csd@uww.edu” and csd@uww.edu
  • At the start of each semester, complete an accommodation request for each class in which you want accommodations
  • At the start of each semester, complete the Alternative Testing Contract with your instructors
  • Complete an Alternative Testing Request for every test for which you want accommodations
  • Confirm your need for notetakers in your classes
Center for Students with Disabilities Contact Info

• Location: Andersen Library Building, Room 2002
• Phone Number: 262-472-4711
• Email: csdat@uww.edu