

1. Log into AIM using the following website: <https://andes.accessiblelearning.com/Scripps>

You will be able to log in using the SSO Scripps process that you regularly use when logging in to most Scripps websites, like Inside Scripps.

2. Once you've logged on, your landing page should look like this. On the left side, you will see "My Eligibility". I would encourage you to look at this first. This page will outline what accommodations you are registered for.

Home >> My Dashboard >> Overview

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: **OFF**

Update Preference

Home

- > My Dashboard
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- > SMS (Text Messaging)
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > **My Eligibility**
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:
Phone: (909) 621 - 8277
[Send an Email](#)

OVERVIEW

IMPORTANT MESSAGE(S)

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

- Your To Do List:**
 - No Accommodation Requests Found**
You have not requested notification letters for the current term. Please make sure to request notification letters as soon as possible for any classes in which you need accommodations.

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Academic Resources and Services.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- Spring 2023** - ECON 120 SC.01 - STATISTICS (CRN: ECON120SC01UG22)
- Spring 2023** - FGSS 036 SC.01 - INTRODUCTION TO QUEER STUDIES (CRN: FGSS036SC01UG22)
- Spring 2023** - SPAN 044 D7.01 - ADV. SPANISH: LANGUAGE & CULTURE (CRN: ...)

3. This is what the My Eligibility Page will look like. Please ensure that all your accommodations are correct. This is how your accommodations will look like once they are sent out to your professors. You will notice that some accommodations have a header and subpoints. So, when selecting the "Alternative Testing" header in the next section, this will include the subpoints of Extra Time and Distraction Reduced. We want to make this clear, because when selecting your accommodations, you will only find the header and not the subpoints but they will be included. Please be aware of this so you are not worried about not seeing the subpoints in the next section. If your "My Eligibility" page has any accommodations that are incorrect or missing, please reach out to aars@scrippscollege.edu as soon as possible to make any changes prior to sending your letter.

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MY ELIGIBILITY

Important Notice to Staff using Login as User feature

If you **DO NOT SEE** certain eligibility types in the following list, please review **Website Controls - Eligibility Controls - Eligibility Types** to make sure the eligibility type's **Visible in "My Eligibility"** is set to **YES**. If you have made changes to any Eligibility Type settings, please remember to have **everyone** in the office logout and log back in to the system.

1. **Alternative Testing**
 - *Distraction-Reduced Testing*
 - *Extra Time 1.50x*
2. **Classroom Access**
 - *Ability to Take Breaks During Class and Exams*
 - *Extensions on Assignments (in consultation w/professor)*

Extensions on assignments--in consultation with professor.

 - *Occasional Absences (in consultation w/professor)*
3. **Others**
 - *Priority Registration*

4. Please return to "My Dashboard", the first heading on the left hand side under "Home". Once you do this, it will take you back to our landing page. You will notice a few things here: A notice that no accommodations have been requested, your class schedule, and the button to proceed to the next step. You are going to select all the classes from your schedule that you would like accommodations for. Once you do so, please proceed to step 2.

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Step 1: Select Class(es)

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- Spring 2023** - FGSS 036 SC.01 - INTRODUCTION TO QUEER STUDIES (CRN: FGSS036SC01UG22)
- Spring 2023** - SPAN 044 PZ.01 - ADV. SPANISH: LANGUAGE & CULTURE (CRN: SPAN044PZ01UG22)

Agreement to request accommodation language.

[Step 2 - Continue to Customize Your Accommodations](#)

- In the next section, you will find your classes and their respective details, including professor, time, location, etc. You will do a few things in this step: a) select the specific accommodations for each class that you would like sent (noted in blue) **b) please ensure that you select AIM to send the letter- if you do not check this, your letter will not be sent- you must check this (noted in red)**, c) ignore the yellow boxes, do not select those (noted in yellow) d) once you have done this for all your courses, click “Submit Your Accommodation Requests”

My Dashboard

Home >> My Dashboard >> Overview

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OVERVIEW

Final Step: Select Accommodation(s) for Each Class

ECON 120 SC.01 - Statistics (CRN: ECON120SC01UG22)

Instructor(s): **Nayana Bose**

Days and Time(s): **MW at 01:15 PM - 02:30 PM**

Date Range(s): **01/17/2023 - 05/13/2023**

Location(s): **HM 104 (Campus: SC)**

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 ECON 120 SC.01

Ability to Take Breaks During Class and Exams

Occasional Absences (in consultation w/professor)

Alternative Testing

Priority Registration

Extensions on Assignments (in consultation w/professor)

Select the check box if you would like AIM to **email this accommodation letter** to your instructor(s) for **ECON 120 SC.01 - Statistics**.

FGSS 036 SC.01 - Introduction To Queer Studies (CRN: FGSS036SC01UG22)

Instructor(s): **Not Specified**

Days and Time(s): **T at 02:45 PM - 05:30 PM**

Date Range(s): **01/17/2023 - 05/13/2023**

Location(s): **OUTD 06 (Campus: SC)**

- Once you do this, the next page should show that your request was successful and approved. The status should show “Scheduled” and all the accommodations for the class will be listed.

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OVERVIEW



SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

LIST ACCOMMODATIONS FOR SPRING 2023

Refine Search Result:

[Refine Search](#)

[Previous Term](#) Term: Spring 2023 [Next Term](#)

ECON 120 SC.01 - Statistics (CRN: ECON120SC01UG22) [Modify Request](#) [Cancel Request](#)

Instructor(s): **Nayana Bose**
 Days and Time(s): **MW at 01:15 PM - 02:30 PM**
 Date Range(s): **01/17/2023 - 05/13/2023**
 Location(s): **HM 104 (Campus: SC)**

Request Status

Approved

First Entered by: Danny Hernandez
 First Entered on: **01/16/2023 at 09:56 AM**
 Last Updated by: Danny Hernandez
 Last Updated on: **01/16/2023 at 09:56 AM**

Notification Letter

Status: **Scheduled**

- List Accommodation(s) Selected for ECON 120 SC.01**
- o Ability to Take Breaks During Class and Exams
 - o Alternative Testing
 - o Extensions on Assignments (in consultation w/professor)
 - o Occasional Absences (in consultation w/professor)
 - o Priority Registration


Other Information

- o [View Complete Request History](#)

- Once AARS approves the sending of your letter, you will note that the status and your landing page is different. This is what it will look like and you will notice the status is now "Emailed" and the exact time. At this point, both you and your professor would have received your letter and you should be officially registered for the semester. If you have any questions, please contact AARS (aars@scrippscollege.edu) and we will be happy to help and provide you guidance.

My Accommodations

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[Log Out](#)

Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: [Generate PDF](#)

LIST ACCOMMODATIONS FOR SPRING 2023


Refine Search Result: [Refine Search](#)

[Previous Term](#) Term: Spring 2023 [Next Term](#)

ECON 120 SC.01 - Statistics (CRN: ECON120SC01UG22) [Modify Request](#) [Cancel Request](#)

Instructor(s): **Nayana Bose**
Days and Time(s): **MW at 01:15 PM - 02:30 PM**
Date Range(s): **01/17/2023 - 05/13/2023**
Location(s): **HM 104 (Campus: SC)**

Request Status



Approved

First Entered by: Danny Hernandez
First Entered on: **01/16/2023 at 09:56 AM**
Last Updated by: Danny Hernandez
Last Updated on: **01/16/2023 at 10:02 AM**

Notification Letter

Status: **Emailed**
Last Emailed: **01/16/2023 at 10:02 AM**

List Accommodation(s) Selected for ECON 120 SC.01

- Ability to Take Breaks During Class and Exams
- Alternative Testing
- Extensions on Assignments (in consultation w/professor)
- Occasional Absences (in consultation w/professor)
- Priority Registration

Other Information

- [View Complete Request History](#)