

Student Instructions for the DSO AIM System

The instructions below should enable you to login and use the Disability Services Office (DSO) Accommodation Information Management (AIM) System for managing disability services registration and accommodation requests.

Please contact Rick Muthiah (rmuthiah@georgefox.edu) or

Jere Witherspoon (jwitherspoon@georgefox.edu) if you have questions or feedback.

Hearing from you will help us improve the system for better service to you and other students.

Overview Instructions:

1. After meeting with the DSO, log in at ds.georgefox.edu/online.
2. Change your username and password (**Change My Login Information**) and log in again.
3. Update your profile (**My Profile**).
4. Request accommodations (**List Accommodations → 3 Step Process to Request Accommodations**).
5. View and manage courses and accommodations (**List Accommodations**).

Further Instructions for Alternative Testing:

1. After the DSO approves your accommodation request, meet with your instructor to create a testing contract.
2. Log in at ds.georgefox.edu/online.
3. Enter your testing contract (**Alternative Testing → Submit Testing Contract**).
4. Schedule exams (**Alternative Testing → Add Alternative Testing Exam**).

Further Instructions for Alternative Format:

1. Log in at ds.georgefox.edu/online.
2. Set alternative format preference (**Alternative Formats → Alternative Formats Preference**).

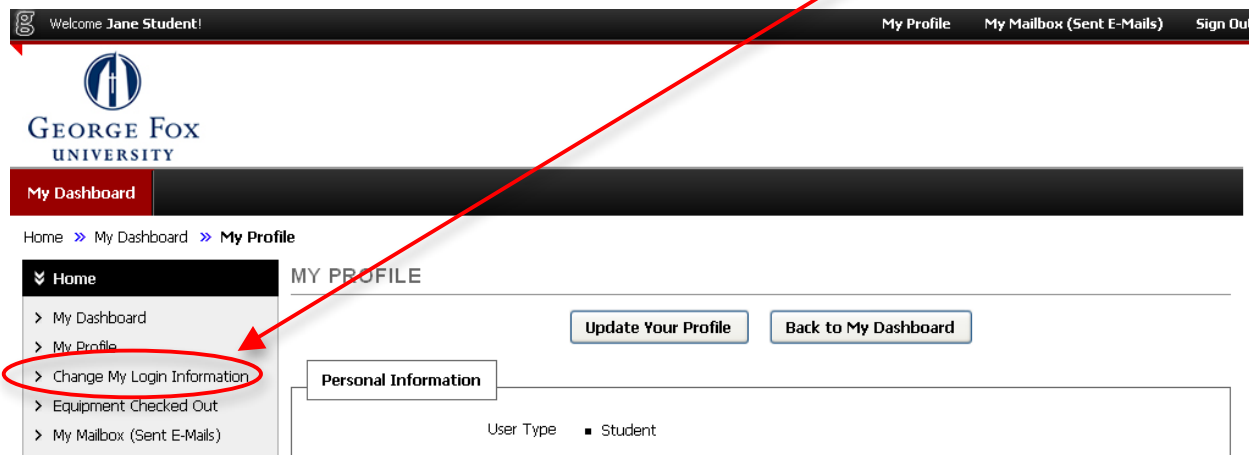
Detailed Instructions:

Logging in to the DSO AIM System

After an initial meeting with the DSO, you will be sent an email with a username and password. Go to ds.georgefox.edu/online and log in using your username and password. Click **Change Your Username and Password** to create your own login information. We suggest that you use your GFU username; you can create whatever password you desire.

Note: When you change your username and password, you will be asked to sign in again using your new login information.

You can change your login information at any time via **Change My Login Information** link in the **Navigation Sidebar** on the left.



Welcome Jane Student! My Profile My Mailbox (Sent E-Mails) Sign Out

GEORGE FOX UNIVERSITY

My Dashboard

Home >> My Dashboard >> My Profile

Home

- > My Dashboard
- > My Profile
- > **Change My Login Information**
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

MY PROFILE

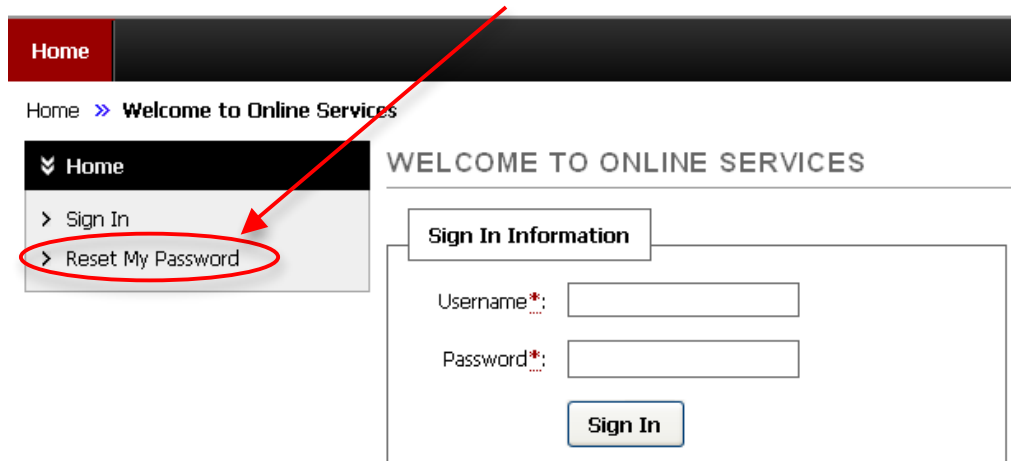
Update Your Profile Back to My Dashboard

Personal Information

User Type ■ Student

Resetting Your Password

If you forget your password, navigate to the login page and click on the **Reset My Password** link. You will be asked for some identifying information. Then the system will generate a new password and send it to the email address that you have specified in your profile.



Home

Home >> Welcome to Online Services

Home

- > Sign In
- > **Reset My Password**

WELCOME TO ONLINE SERVICES

Sign In Information

Username*:

Password*:

Sign In

Updating Your Profile

Each student should update their personal information once per term. You will be able to update your information such as personal information, contact information, local address, degree and expected graduation term.

To update your personal information, go to **My Profile** in the **Navigation Sidebar** on the left. Be sure to click **Update Your Profile** at the top or bottom of the page after making any changes.

Home >> My Dashboard >> Overview

Home >> My Dashboard >> Overview

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

Do you have any questions?
Contact our office:
Phone: (503) 554 - 2314

OVERVIEW

Questions? Contact Us!
Please contact our office if you have any questions or concern.

Disability Services Office (DSO)
414 N. Meridian, Box #6197
Newberg, OR 97132
Email: dso@georgefox.edu
Website: <http://www.georgefox.edu/dso>
Phone: (503) 554 - 2314
Fax: (503) 554 - 2339

Requesting Accommodations for Your Courses

1. Select **List Accommodations** in the **Navigation Sidebar** and locate the "3 Step Process to Request Accommodations."

Home >> My Dashboard >> List Accommodation Requests

Home >> My Dashboard >> List Accommodation Requests

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services

Do you have any questions?
Contact our office:
Phone: (503) 554 - 2314

LIST ACCOMMODATION REQUESTS

3 Step Process to Request Accommodations

Step 1: Choose Accommodation Term
Term*: 2011 - Fall

Step 2: Enter Course Registration Numbers

[Input fields for course numbers]

Step 3 - Continue to Customize Your Accommodations

Previous Term Term: Fall 2011 Next Term

2. Under "**Step 1: Choose Accommodation Term**," select the term for which you are requesting accommodations from the drop down menu.
3. Under "**Step 2: Enter Course Registration Numbers**," enter the Course Registration Numbers (e.g.1352) for the classes for which you are requesting accommodations.

Note: You can find the course number for a class on MyGFU or at <https://webservices.georgefox.edu/class/>

Term * Fall 2011	Class Level * Traditional Undergraduate	Discipline Accounting	Load	Reset
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Please note: Courses printed in *red italics* are currently full

Course ID	Class Number	Title	Credits	Time	Days	Dates	Location
<i>Accounting</i>							
ACCT 271 A	1352	Principles Financial Account	3	8:40 - 9:30 AM	MoWeFr	Aug 29 - Dec 9	HVR 210

When finished entering the numbers, click the button titled "**Step 3 - Continue to Customize Your Accommodations.**"

4. Select your accommodations for each class. When finished, click the button titled "**Submit Your Accommodation Requests.**"

Note: If the accommodation you expected is not listed under this section, please contact the DSO.

Final Step: Select Accommodation(s) for Each Class

NOTH 999.9 - Test 8888 (CRN: 8888)

Instructor(s): **Rick Muthiah**
Days and Time(s): **W at 08:00 AM - 09:00 AM**
Date Range(s): **08/29/2011 - 12/16/2011**
Location(s): **STV 321**

Select Accommodation(s) for NOTH 999.9

Alternative Testing Notetaking Services Texts in Alternate Format (e-text, audio, or other)

5. If you entered any non-lecture classes, such as labs, in Step 2, you will be asked to confirm your accommodation requests for these classes.
6. Check back after 1 business day to view the status of your requests.
7. Use **List Accommodations** (link on the left) to view the status of your accommodation requests.

Changing Your Accommodations

1. Click **List Accommodations** from the links on the left.

[Previous Term](#)

Term: Fall 2011

[Next Term](#)

2. Use the **Previous Term** and **Next Term** links partway down the page to select the correct term.
3. Scroll down to the class for which you want to change your accommodations and click **Modify Request**.

Number of Records Found: 2

Show Limit: 100 per Page [Update](#)

Showing Records: 1 - 2

Navigate to Page: 1 [Go](#) [Previous](#) [Next](#)

NOTH 999.9 - Test 8888 (CRN: 8888)

[Modify Request](#) [Cancel Request](#)

Instructor(s): **Rick Muthiah**
Days and Time(s): **W at 08:00 AM - 09:00 AM**
Date Range(s): **08/29/2011 - 12/16/2011**
Location(s): **STV 321**

4. Select or deselect accommodations and click **Update Request** to submit your request for accommodations.

Note: If the accommodation you expected is not listed under this section, please contact the DSO.

5. You should **receive email confirmation** when the DSO staff approves your request.
6. You can use **List Accommodations** to view the status of your accommodation requests.

Cancelling Accommodation

1. Click **List Accommodations** from the links on the left.
2. Use the **Previous Term** and **Next Term** links partway down the page to select the correct term.

[Previous Term](#)

Term: Fall 2011

[Next Term](#)

3. Scroll down to the class for which you want to change your accommodations and click **Cancel Request**.

Number of Records Found: 2

Show Limit: 100 per Page [Update](#)

Showing Records: 1 - 2

Navigate to Page: 1 [Go](#) [Previous](#) [Next](#)

NOTH 999.9 - Test 8888 (CRN: 8888)

[Modify Request](#) [Cancel Request](#)

Instructor(s): **Rick Muthiah**
Days and Time(s): **W at 08:00 AM - 09:00 AM**
Date Range(s): **08/29/2011 - 12/16/2011**
Location(s): **STV 321**

4. Select the reason for cancelling your request.
5. Click **Cancel Accommodation Request** to cancel your request for accommodations.
6. If your request has been previously approved, your request will be placed on **Pending Changes** status. Once your request is approved, you should receive an email confirmation from the system.
7. Use **List Accommodations** to view the status of your accommodation requests.

Alternative Testing

Use this section if you are eligible for alternative testing.

Once your course has been approved by the DSO, proceed with creating an alternative testing contract. Follow the steps below to complete the process:

1. Meet with your instructor to fill out a testing contract together.
2. Log in to your DSO account at ds.georgefox.edu/online.
3. Go to **Alternative Testing** in the **Navigation Sidebar**


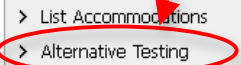
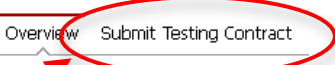
Home > My Dashboard > **Alternative Testing**

ALTERNATIVE TESTING

Overview **Submit Testing Contract**

Getting Started


Submit Your Alternative Testing Contract



Questions? Contact Us!
Please contact our office if you have any questions regarding alternative testing request and contract.

Disability Services Office (DSO)
414 N. Meridian, Box #6197
Newberg, OR 97132
Email: dso@georgefox.edu
Website: <http://www.georgefox.edu/dso>
Phone: (503) 554 - 2314
Fax: (503) 554 - 2320

4. Click **Submit Testing Contract** in the upper right-hand corner of the screen. There are 4 steps to complete in this section:
 - a. Select your class from the drop-down menu. If your class is not listed, check that:
 - i. You have registered for the course and made sure alternative testing is part of the accommodations.
 - ii. Your accommodation request status, found under **List Accommodations**, is **Approved** (see screen shot below).
 - iii. A notification letter has been sent to your instructor (see screen shot below).
 - iv. You have never entered a contract for this class.

NOTH 999.9 - Test 8888 (CRN: 8888) Modify Request Cancel Request	
Instructor(s):	Rick Muthiah
Days and Time(s):	W at 08:00 AM - 09:00 AM
Date Range(s):	08/29/2011 - 12/16/2011
Location(s):	STV 321
Request Status	Notification Letter
 Approved	Status: Emailed Last Emailed: 10/10/2011 at 09:50 AM Last Printed: Not Specified
List Accommodation(s) Selected for NOTH 999.9	Other Information
<ul style="list-style-type: none">Alternative TestingNotetaking ServicesTexts in Alternate Format (e-text, audio, or other)	<ul style="list-style-type: none">View Request History

- b. Select the contract type. Then click the button labeled **Step 3 - Continue to Fill Contract**.
 - c. Enter the alternative testing contract by answering all questions on the page and agree to the terms and conditions of requesting testing accommodations.
 - d. Click the **Submit Alternative Testing Contract** button to submit your contract; an email confirmation will be sent to you and the instructor.
5. You will be automatically taken to the **Add Exam Request** page to schedule your exams. This page can also be accessed by clicking **Alternative Testing** from the sidebar, selecting the class from the drop-down menu, and clicking the **Add Alternative Testing Exam** button.

Home >> My Dashboard >> **Alternative Testing**

▼ Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

ALTERNATIVE TESTING

Overview Submit Testing Contract

SELECT A CLASS

You need to select a class before you can schedule an exam.

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

Select Class: NOTH 999.9 - Testing Accommodations to be provided by DSO

Add Alternative Testing Exam

View Alternative Testing Contract Detail

Add Another Testing Contract

- a. Fill out the exam details and services requested and click the **Add Exam Request** button.

quest

EXAM REQUEST

List All Exams

View Contract

Other Exams for the Current Class

Add Exam Request



SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

6. Go to **List All Exams** and verify your entries. To modify or cancel an exam request, click the **Modify Request** or **Cancel Request** links by the exam date.

UPCOMING EXAM REQUEST(S) FOR THE CURRENT CLASS

NOTH 999.9 - Test 8888

View Other Exams

Exam - Friday, October 21, 2011 at 12:00 PM

Modify Request
Cancel Request

Status: **Contract Not Confirmed**

Request Entered on Thursday, October 13, 2011 at 02:26:43 PM

7. A reminder will be sent to you two days prior to the scheduled exam.

Alternative Format

Use this section if you are eligible for alternative format.

To set your **E-Text Format Preference** (i.e. PDF or Microsoft Word), go to the **Alternative Formats** link in the sidebar. Select your format preference from the drop-down menu and click **Update Alternative Formats Preference**.

Home >> My Dashboard >> **Alternative Formats**

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > List Accommodations
- > Alternative Testing
- > **Alternative Formats**
- > Notetaking Services

ALTERNATIVE FORMATS

[Previous Term](#)

Term: Fall 2011

[Next Term](#)

Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Preference:

Update Alternative Formats Preference

No Book is Being Processed Currently