In June 2010, AccessAbility Services at UTSC launched the AccessAbility Information Management System (myAIMS for short).

To date, myAIMS has enabled you to access your Letters of Introduction, choose a note taker as part of our note taking service and submit your final exam requests for accommodations.

We are pleased to announce that the Test/Quiz request feature of myAIMS is now available. This new segment of myAIMS will enable you to submit requests to write tests/quizzes with accommodations online. As well, you will be able to view a list of your upcoming tests.

To access myAIMS, you may log in from the following places:

1) The AccessAbility Services home website - To log in, simply click on the 'myAIMS' link on the top-right of any page on the AccessAbility website.
   or
2) Go to www.utsc.utoronto.ca/ability/myaims.html

We hope the “How to Guide” below will be helpful in navigating your way through this newest feature of myAIMS.
Process to Request and Receive Final Exam Accommodations

Step 1: Go to myAims
Go to [www.utsc.utoronto.ca/ability/myaims.html](http://www.utsc.utoronto.ca/ability/myaims.html)

myAims (AccessAbility Information Management System)

Click on one of the options below to log into myAims:

- myAims for Registered Students
  ![Image of a student accessing myAims](image1)
  Click on the above link if you are a student registered with AccessAbility Services and wish to access your online service account.

- myAims for Notetakers
  ![Image of a notetaker taking notes](image2)
  Click on the above link if you are a Peer Notetaker. If you are not already signed up, [click here to become a Peer Notetaker](http://example.com).

- myAims for Instructors
  ![Image of an instructor giving a lecture](image3)
  Coming Soon – Click on the above link if you are an instructor, professor, TA, or classroom coordinator.

Step 2: Login to myAims

Log in using your UTORid and password

![myAims Log In](image4)

To log-in, enter your UTORid and password.

<table>
<thead>
<tr>
<th>UTORid</th>
<th>Password</th>
</tr>
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<tbody>
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Log In

Note: If your test/exam accommodations are expired, you need to contact your advisor at AccessAbility Services to renew your test/exam accommodations and reinstate login privileges.

If you are having difficulty logging in using your UTORid, please visit the University of Toronto’s UTORid Management website for direction and assistance.
Step 3: Welcome

On the Welcome Page, click on “Book a Test/Final Exam” on the left side of the web page.

STEP 4: Schedule a Final Exam

Click on “Schedule a Final Exam” on the left side of the web page.
Follow the online steps

1. Select Course

Click on ‘Select course’

Select your course from the dropdown list. Once you have selected your course, click ‘Next’

2. Class test date and time

Input the date, time and duration of your test as indicated by your instructor by clicking on the icons (calendar, clock and time-slider) to the right of each box. The ‘class test duration’ box must be filled in using minutes. Please note that you may already see a date and time in the box. This means the Exam Coordinator has entered the information from the master final exam schedule from the Registrar’s Office.

Click ‘Next’ to proceed to the next page.

3. Confirm Prof information

Verify your instructor’s name and email address. Please note if you input any change to either the Instructor name or email address, the Exam Office will be notified for verification purposes
Click ‘Next’

4. Choose accommodations

On this page, the list of exam accommodations will be displayed and checked. If you do not want an accommodation, uncheck the box. Note: If you uncheck the accommodations you will not receive them during the test so be careful when you are checking all/none of the accommodations.

NOTE: You can also Check All accommodations or Check None by using the buttons below the accommodation list.

   a. Once you have chosen, click ‘Next’

5. Additional Requirements
   a. Indicate any conflicts you will have for the test (e.g. two tests on the same day back to back). Ensure you scroll all the way to the end of the page.
b. Click ‘Next’

6. Search Status (meaning Confirm Your Exam Time)

If your request has been successfully entered you will see
6. Search status

A seat was found for you to write your exam; please click the 'Next' button below to continue booking your exam.

6. Search status

7. Confirm and complete

**IMPORTANT:** Make sure you click ‘Next’ and move to STEP 7. Not completing STEP 7 will result in an incomplete test request and your final exam will not be added to the Service’s test schedule.

7. Confirm and Complete Your Exam Time

**Course:**
BBS A01H3 LEC 5101 F

**Instructor:**
Stronghill, James. j.stronghill@utoronto.ca

**Class test date & time:**
Wed Nov 10, 2011 9:00 AM (90 minutes)

**Accommodations required:**
- For all tests/exams/quotizes (25% extra time)
- Reading software - Kurzwel 3000
- Use of computer

**Additional requirements:**
- I am scheduled to write two exams at the same time
  - yes

**Course Code(s):**
ZZZA01FH3 Lec 03 and this exam

**Exam at St. George or UTM campus:**
- yes

**Details:**
- I am writing ZZZ100Y on December 12, 2012, 2:00p.m., 2 hour exam

Mark: *I acknowledge that the information I am submitting is correct to the best of my knowledge.*

Click ‘Finish’ to complete your exam request

**NOTE:** You must click on the box in front of “*I acknowledge that the information I am submitting is correct to the best of my ability*” otherwise you will receive the error message below when select ‘Finish’.
Finish

After clicking ‘Finish’ you will see a message reminding you to log on to check your scheduled exam time and location three days before the date of the final exam.

To check that your Exam Request was submitted go to “My upcoming events” on the left menu column.

Remember:
- Under Date/time you will see the class date and time, NOT your scheduled date and start time.
- You will be able to see your actual Exam date and time and location 3 business days before the Final Exam.