



**STUDENT TESTING AND
ACCOMMODATION REQUEST SYSTEM**

STARS Student Training Manual

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OVERVIEW

Student Testing and Accommodation Request System (STARS)

The Office of Accessibility is launching a web-based Student Testing and Accommodation Request System (STARS) to better aid and support students in a more seamless and efficient manner. Students will request and coordinate all of their accommodations through STARS, eliminating the need for paper forms. This system will manage electronically the requesting of accommodation letters, testing, and note-taking. Additionally, your instructors will now receive the requested accommodation letters via email.

My Username: _____

My Password: _____

GETTING STARTED

LOG IN TO THE SYSTEM: <https://andes.accessiblelearning.com/AWayne/Default.aspx> Please use the username and password written above.

Problem with Login Sign In

The University of Akron
Wayne College

Home

Home >> Welcome to Online Services

Home

- > Online Services Home
- > Reset My Password

WELCOME TO ONLINE SERVICES

Sign In Information

Username*:

Password*:

Sign In

New Student?
Submit your application to receive accommodation from Office of Accessibility Services.

Sign Up as a Notetaker
Submit your application to take notes for students with disabilities.

NEED HELP?

Access Tutorials
Contact Our Office
Read Disclaimer

OFFICE OF ACCESSIBILITY SERVICES

Wayne College
1901 Smucker Road
Orrville, OH 44667

Website: <http://wayne.uakron.edu/learning-center/accessibility-services/>
Email Us: julie21@uakron.edu

Phone: (330) 684 - 8923
Fax: (330) 684 - 8937

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After logging in, you should see a screen that looks like this:

Welcome Zippy Wayne!

My Profile My Mailbox (Sent E-Mails) Sign Out

The University of Akron
Wayne College

My Dashboard

Home >> My Dashboard >> Overview

Login as User Feature

Back to My Profile

Home

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

Any questions or concerns?
Use the following contact information:
Phone: (330) 684 - 8923
Send Email Address

OVERVIEW

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

Office of Accessibility Services (OAS)
1901 Smucker Road
Orrville, OH 44667
Email: wc-ooa@uakron.edu
Website: <http://wayne.uakron.edu/learning-center/accessibility-services/>
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HOW TO CHANGE MY PASSWORD:

Choose “Change My Login Information.” Your screen will look like this:

Welcome **Zippy Wayne!** [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [Sign Out](#)

U The University of Akron
Wayne College

My Dashboard

Home » My Dashboard » **Change My Login Information**

Login as User Feature

[Back to My Profile](#)

Home

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

Any questions or concerns? Use the following contact information:
Phone: **(330) 684 - 8923**
Send [Email Address](#)

CHANGE MY LOGIN INFORMATION

Login Information

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

Username*:

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 recognized sequences (e.g., 12345 or 11111).

[Change My Login Information](#)

NEED HELP?
Access Tutorials
Contact Our Office
Read Disclaimer

OFFICE OF ACCESSIBILITY SERVICES
Wayne College
1901 Smucker Road
Orville, OH 44667

Website: <http://wayne.uakron.edu/learning-center/accessibility-services/>
Email Us: wc-ooa@uakron.edu

Phone: (330) 684 - 8923
Fax: (330) 684 - 8937

My Login Information

CHANGE MY LOGIN INFORMATION

Login Information

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

Username*:

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 recognized sequences (e.g., 12345 or 11111).

[Change My Login Information](#)

Your username is currently set to your UANet ID. It is recommended that you change your password to something you will remember. If you are successful, your screen will look like this:

The screenshot shows the top navigation bar with "Problem with Login" and "Sign In" links. The header features the Wayne College logo and name. A "Home" button is visible. The main content area displays "WELCOME TO ONLINE SERVICES" and a green checkmark icon with the text "LOGIN INFORMATION UPDATED". Below this, a message states: "System successfully updated your login information, please sign in to confirm your new login information." A "Sign In Information" form is present with fields for "Username*" and "Password*" and a "Sign In" button. To the right, there are two informational boxes: "New Student?" with a blue icon and "Sign Up as a Notetaker" with a yellow icon. The footer contains contact information for the Office of Accessibility Services, including website, email, phone, and fax numbers, along with a copyright notice for Accessible Information Management LLC.

UPDATING MY PROFILE:

You will then need to log in to your account to continue. Your screen will look like this:

The screenshot shows the user's dashboard after logging in. The top navigation bar includes "Welcome Zippy Wayne!", "My Profile", "My Mailbox (Sent E-Mails)", and "Sign Out". The header features the Wayne College logo and name. A "My Dashboard" button is visible. The main content area displays "OVERVIEW" and a yellow box with contact information for the Office of Accessibility Services (OAS). A red arrow points to the "My Dashboard" link in the left sidebar. The footer contains contact information for the Office of Accessibility Services, including website, email, phone, and fax numbers, along with a copyright notice for Accessible Information Management LLC.

Click on “My Profile.” It will look like this:

Welcome Zippy Wayne! My Profile My Mailbox (Sent E-Mails) Sign Out

Home >> My Dashboard >> My Profile

Home

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

Any questions or concerns? Use the following contact information:
Phone: (330) 684 - 8923
Send Email Address

MY PROFILE

[Update Your Profile](#) [Back to My Dashboard](#)

Important Note

If any of the following information has changed or you need to update your contact information, please do not forget to update with your school portal (where you register your classes every term or semester).
Our system does not push your changes with your school main database.

Personal Information

First Name: **Zippy**
Last Name: **Wayne**
Middle Name: **Not Specified**
Optional: Preferred Name:
School ID: **86 - 753 - 09**
Birth Date: **01/01/1981**
Gender: **transgender**

Contact Information

Cell Phone Number:
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).
Land Line Phone Number:
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).
Email Address*:

User's Local Address

Address:
City:

Please update your phone numbers and email address, then click “update your profile” located at the very top or the very bottom of the page. It will look like this if you are successful:

My Profile

MY PROFILE

SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

[Update Your Profile](#) [Back to My Dashboard](#)

Important Note

If any of the following information has changed or you need to update your contact information, please do not forget to update with your school portal (where you register your classes every term or semester).
Our system does not push your changes with your school main database.

Personal Information

First Name: **Zippy**
Last Name: **Wayne**

REQUESTING ACCOMMODATIONS EACH SEMESTER

Step 1: Log in to your STARS account. Under your name, there is a heading marked “Accommodations.” It will look something like this:

The screenshot shows the 'User Service Center' interface for a user named Zippy Wayne. The user's name and ID (8675309) are displayed, along with the last update date (09/09/2015 at 02:46:46 PM). A red arrow points to the 'Accommodations' link in the navigation menu. The interface includes a search database, an automated session extender, and a sidebar with various management options like 'Manage Users', 'Manage Appointments', and 'Manage Accommodations'. The main content area shows the user's profile information, including status (Active), phone number, school ID, email, and barcode, along with buttons for 'Edit User Profile', 'Register Student ID Card', and 'Archive User Profile'. There are also sections for 'Delete User Profile from Database', 'Notify User', and 'Student Profile'.

Step 2: Click on the heading. Your screen will look similar to this:

The screenshot shows the 'User Service Center - Managing Accommodations' page. At the top, there is a navigation bar with 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below this is the University of Akron Wayne College logo. A secondary navigation bar includes 'My Dashboard', 'Unified Blogs', 'Staff Access', and 'Website Control'. The main content area is titled 'USER SERVICE CENTER - MANAGING ACCOMMODATIONS' and includes a search database, an automated session extender, and a user profile section with a 'Login as User' button. A sidebar on the left lists various management options under 'Manage Users'. The main content area features an 'Important Note' section and a 'Step 1: Select Class(es)' section with a list of courses and checkboxes. A red arrow points to the first checkbox, and a 'Step 2 - Continue to Customize Your Accommodations' button is located below the list.

Welcome Julie Hartzler! Current Active Sessions: 1 My Profile My Mailbox (Sent E-Mails) Sign Out

The University of Akron
Wayne College

My Dashboard Unified Blogs Staff Access Website Control

Home » Staff Access » User Service Center - Managing Accommodations

Search Database
Enter Keywords or Scan a Barcode:
[Input Field] [Search Icon]

Automated Session Extender
Status: ON
[Sign Out]

Manage Users
List Users
List Quick Notes
User Service Center
Add User Profile
Student Applications
Additional Documentations
List Announcements
List Important Dates
List Bulk Emails
List Signed Forms
List Release Information
Generate Report

Manage Appointments
Manage Accommodations
Alternative Formats

USER SERVICE CENTER - MANAGING ACCOMMODATIONS

ID: Last Updated: 03/20/2015 at 11:35:57 AM (History) [Login as User]

Overview Student Accommodations Appointments Notes Files Mailbox Equipment Report

User Service Center: List Accommodation Requests

Select Accommodations for Your Class

Important Note

1. It takes **up to 24 hours** to show up after you registered your courses with your school. If you do not see one or all of your classes from the list below after 24 hours, please contact the office.
2. Your class might not show up below if you are part of **class's waiting list** (i.e. the class is full or need an override from the registrar office).
3. If you are **unable to select the checkbox** from the list of classes below, that means you have submitted your request for accommodation for that class.

Step 1: Select Class(es)

- Spring 2015 - 3150 153.702 - PRINCIPLES OF CHEMISTRY II (CRN: 10355)
- Spring 2015 - 3150 153.712 - PRINCIPLES OF CHEMISTRY II (CRN: 12505)
- Spring 2015 - 3450 149.701 - PRECALCULUS MATHEMATICS (CRN: 10614)

Step 2 - Continue to Customize Your Accommodations

Search For a Course

Step 3: Select the classes for which you wish to have accommodations by checking the box to the left, then click the “Continue to Customize Your Accommodations” button below.

The screenshot shows the 'User Service Center - Managing Accommodations' web application. At the top, there is a navigation bar with 'Welcome Julie Hartzler!', 'Current Active Sessions: 1', 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below this is a breadcrumb trail: 'Home >> Staff Access >> User Service Center - Managing Accommodations'. The main content area is titled 'USER SERVICE CENTER - MANAGING ACCOMMODATIONS'. It features a user profile section with a person icon, 'ID:', 'Last Updated: 03/27/2015 at 11:38:12 PM (History)', and a 'Login as User' button. A menu below the profile includes 'Overview', 'Student', 'Accommodations', 'Appointments', 'Notes', 'Files', 'Mailbox', 'Equipment', and 'Report'. The 'User Service Center: List Accommodation Requests' section has a sub-header 'Select Accommodations for Your Class'. An 'Important Note' box contains three points: 1. It takes up to 24 hours to show up after you registered your courses with your school. If you do not see one or all of your classes from the list below after 24 hours, please contact the office. 2. Your class might not show up below if you are part of class's waiting list (i.e. the class is full or need an override from the registrar office). 3. If you are unable to select the checkbox from the list of classes below, that means you have submitted your request for accommodation for that class. Below the note is a 'Step 1: Select Class(es)' section with a list of three classes, each with a checked checkbox: 'Spring 2015 - 3150 153.702 - PRINCIPLES OF CHEMISTRY II (CRN: 10355)', 'Spring 2015 - 3150 153.712 - PRINCIPLES OF CHEMISTRY II (CRN: 12505)', and 'Spring 2015 - 3450 149.701 - PRECALCULUS MATHEMATICS (CRN: 10614)'. A red arrow points to a 'Step 2 - Continue to Customize Your Accommodations' button. Below this is a 'Search For a Course' section with an 'Important Note: System will only search 10 classes at a time. Please enter at least course subject and number.' and a form with 'Accommodation Term: 2015 - Spring' and 'Course Subject:'.

Step 4: Each class you are taking will appear with the instructor name, days and time, date range, and location. Below that will be checkboxes with the accommodations that you are eligible for. Please check all accommodations that you are requesting for each class. Additionally, please check the box below the accommodations that will email your letters of accommodation to your instructors.

Welcome Julie Hartzler! Current Active Sessions: 1 My Profile My Mailbox (Sent E-Mails) Sign Out

Enter keywords or scan a barcode:

Automated Session Extender
Status: ON Sign Out

Manage Users

- > List Users
- > List Quick Notes
- > User Service Center
- > Add User Profile
- > Student Applications
- > Additional Documentations
- > List Announcements
- > List Important Dates
- > List Bulk Emails
- > List Signed Forms
- > List Related Documents
- > **Generate Report**

Manage Accommodations

- Alternative Formats
- Alternative Testing
- Deaf and Hard of Hearing
- Notetaking Services
- Manage Equipment

Questions or Concerns?
[Lionhead Project's Wiki](#)
Send your questions to our email:

User Service Center: List Accommodation Requests

Final Step: Select Accommodation(s) for Each Class

3150 153.702 - Principles Of Chemistry Ii (CRN: 10355) Class Details

Instructor(s): Timothy R Vierheller
Days and Time(s): TR at 01:55 PM - 03:10 PM
Date Range(s): 01/12/2015 - 05/03/2015
Location(s): Wayne Coll B119

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 3150 153.702

Alternative Testing E-Text Laptop in Class
 Notetaking Services Tape Recorder

Select the check box if you would like OAS to email this accommodation letter to your instructor(s) for 3150 153.702 - Principles of Chemistry II course.

3150 153.712 - Principles Of Chemistry Ii (CRN: 12505) Class Details

Instructor(s): Eric M Shaw
Days and Time(s): T at 01:00 PM - 01:50 PM
Date Range(s): 01/12/2015 - 05/03/2015
Location(s): Wayne Coll B119

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 3150 153.712

Click the “Submit Your Accommodation Requests” button at the bottom of the page.

Welcome Julie Hartzler! Current Active Sessions: 1 My Profile My Mailbox (Sent E-Mails) Sign Out

Questions or Concerns?
[LionHead Project's Wiki](#)
Send your questions to our email:
support@AccessibleLearning.com

Select Accommodation(s) for 3150 153.712

<input type="checkbox"/> Alternative Testing	<input type="checkbox"/> E-Text	<input type="checkbox"/> Laptop in Class
<input type="checkbox"/> Notetaking Services	<input type="checkbox"/> Tape Recorder	

Select the check box if you would like OAS to **email this accommodation letter** to your instructor(s) for **3150 153.712 - Principles of Chemistry II** course.

3450 149.701 - Precalculus Mathematics (CRN: 10614) Class Details


Instructor(s): **Jerry C Obiekwe**
Days and Time(s): **MW at 04:00 PM - 05:40 PM**
Date Range(s): **01/12/2015 - 05/03/2015**
Location(s): **Wayne Coll C207**

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 3450 149.701

<input type="checkbox"/> Alternative Testing	<input type="checkbox"/> E-Text	<input type="checkbox"/> Laptop in Class
<input type="checkbox"/> Notetaking Services	<input type="checkbox"/> Tape Recorder	

Select the check box if you would like OAS to **email this accommodation letter** to your instructor(s) for **3450 149.701 - Precalculus Mathematics** course.



Your screen should look like this if you were successful:

The screenshot shows a web application interface for a user named Julie Hartzler. At the top, there is a navigation bar with links for 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below this, a green checkmark icon indicates a 'SYSTEM UPDATE IS SUCCESSFUL' message. A sidebar on the left contains a search bar, a 'Sign Out' button, and a 'Manage Users' menu with options like 'List Users', 'List Quick Notes', 'User Service Center', 'Add User Profile', 'Student Applications', 'Additional Documentations', 'List Announcements', 'List Important Dates', 'List Bulk Emails', 'List Signed Forms', 'List Release Information', 'Generate Report', 'Manage Appointments', 'Manage Accommodations', 'Alternative Formats', 'Alternative Testing', 'Deaf and Hard of Hearing', 'Notetaking Services', and 'Manage Equipment'. The main content area displays a 'User Service Center: List Accommodation Requests' section. It includes a search bar, an 'Important Note' box with three points, a 'Step 1: Select Class(es)' section with three class entries, and a 'Step 2 - Continue to Customize Your Accommodations' button. At the bottom, there is a 'Search For a Course' section with another 'Important Note' box.

HOW TO SCHEDULE, MODIFY, OR CANCEL AN EXAM

Step 1: Go to <https://andes.accessiblelearning.com/AWayne/Default.aspx> and select **STARS Online Services**.

Step 2: Sign in using your UANetID and password.

Step 3: Click the **Alternative Testing** link on the left-hand side.

Step 4: Select the class you want to schedule an exam and click **Schedule Exam**.

Step 5: Fill out the **Request Type, Date, Time, Services Requested**, and any **Additional Notes** that you may have, then click **Add Exam Request**.

Welcome Zippy Roo! My Profile My Mailbox (Sent E-Mails) My Accommoda

EXAM REQUEST List All Exams Other Exams for the Current Class Add

CLASS: 7600 475.001 - Political Communication

TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling alternative testing in ACCESS:

- The exam request made after **05:00 PM** will be processed **the next business day**.
- No exam can be scheduled during **WEEKEND** (Saturday or Sunday).
- Your alternative testing accommodation allows you to request the following type of exam(s):
 - Quiz:** 4 Business Days (**Earliest Date:** Friday, December 23, 2011)
Exam Time Range: 08:00 AM - 04:00 PM
 - Test:** 4 Business Days (**Earliest Date:** Friday, December 23, 2011)
Exam Time Range: 08:00 AM - 03:00 PM
- Your exam location will be displayed and you will be emailed with the location two days prior to your exam.

Exam Detail

Request Type*: **Test**

Date*: **01/20/2012**
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: **10 AM** **00**

Services Requested*
 50% Time Extension (OA)

Additional Note: I only need a reader.

Add Exam Request **Back to Testing Requests Overview**

Step 6: To modify or cancel your request, click the **Alternative Testing** link on the left-hand side.

Step 7: Choose whether you want to modify or cancel the request.

DOWNLOADING NOTES FROM STARS

STEP ONE: Go to <https://andes.accessiblelearning.com/AWayne/Default.aspx> and select **STARS Online Services**.

- Log into STARS using your UANetID and password.
- On the left-hand side of the page under “My Accommodations,” select “Notetaking Services.”

My Accommodations

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

STEP TWO: You will find one of these three messages:

- If no notetaker is in place for your class, you will see the below message:

2020 224.001 - Writing For Advertising

No Notetaker has Been Assigned to this Class

If you know another student in the class that can be a good notetaker, please have them sign up online.

- If notes are not available yet, you will see the message below:

2870 348.811 - Cnc Programming I

List of Notetaker(s):

- Name: **Da'nell Morrison** (Email: [REDACTED]@zips.uakron.edu).

- If notes are available to download, you will see the message below:

2820 161.012 - Technical Physics: Mechanics I

List of Notetaker(s):

- Name: **Da'nell Morrison** (Email: [REDACTED]@zips.uakron.edu).

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

STEP THREE: Select “Available Note(s) for Download (Click to Expand).”

- The class will expand, and you will be able to access all notes; select “Download Note.”

2820 161.012 - Technical Physics: Mechanics I

List of Notetaker(s):

- Name: **Da'nell Morrison** (Email: [REDACTED]@zips.uakron.edu).

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

- **Notes for Week 2 (Monday, Wednesday)** Download Note
File Size: **9 KB** Uploaded on: Thursday, March 01, 2012 at 11:53:55 AM
- **Notes for Week 5 (Monday, Wednesday)** Download Note
File Size: **9 KB** Uploaded on: Thursday, March 01, 2012 at 11:53:41 AM
- **Notes for Week 4 (Monday, Wednesday)** Download Note
File Size: **9 KB** Uploaded on: Thursday, March 01, 2012 at 11:53:22 AM
- **Notes for Week 3 (Monday, Wednesday)** Download Note
File Size: **9 KB** Uploaded on: Thursday, March 01, 2012 at 11:51:51 AM


- You will be asked to Open or Save the notes.
- Select “Save File” or “Open”; the notes will download.
- Save the notes to a file where you can access them later or print out and save in our notebook for class..

SIGNING STUDENT INVOICE

STEP ONE: Go to <https://andes.accessiblelearning.com/AWayne/Default.aspx> and select STARS Online Services.

- Log in using your UANet ID and password.
- The Invoice will be opened to you the 12th week of the semester; please remember to fill it out.
- You will get an email instructing you to please log on to the STARS website and indicate if you have received notes for your class.
- Your invoice will be the first item that appears after you log in to STARS:

OVERVIEW

 SIGN YOUR E-INVOICE

Available Invoice(s) for Electronic Submission

Please review the following information before submitting your invoice:

- Did your notetaker provide you with notes that were representative of class material?
- Did your notetaker provide you with notes in a timely fashion?
- Did your notetaker attend class on a regular basis?
- Did your notetaker protect your privacy and keep any disability-related information confidential?
- Based on your responses, please rate your notetaker and provide comments to better help the Office of Accessibility serve students receiving notetakers as an accommodation.

Class*:

Rate Your Notetaker*:

Comment*:

E-Signature*:

Note: Please sign exactly as **Zippy Roo**

I understand that by signing and submitting this invoice I am verifying that I received complete class notes from my Notetaker.

STEP TWO: Review the information before submitting your invoice.

- Select your class from the drop-down box.
- Rate your notetaker from the drop-down box.
 - * The notetaker will NOT be able to view the rating.
- Provide comments regarding the quality of your notetaker to better assist in future hiring.
- Add your “E-Signature.”
- Check the box “I understand that by signing and submitting this invoice I am verifying that I received completed class notes from my Notetaker.”
- Click “Submit Your Invoice.”

STEP THREE: You will get a message that your Invoice was successfully submitted.

