STARS

STUDENT TESTING AND ACCOMMODATION REQUEST SYSTEM

STARS Student Training Manual

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<div align="center">**OVERVIEW**</div>
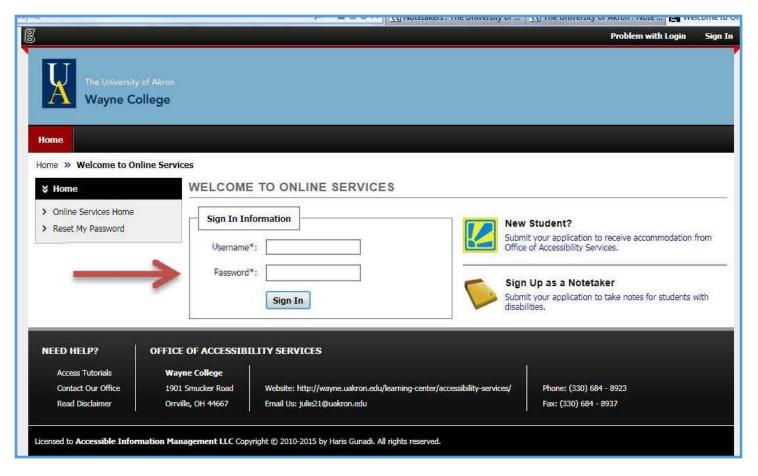
<div align="center">**Student Testing and Accommodation Request System (STARS)**</div>

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.
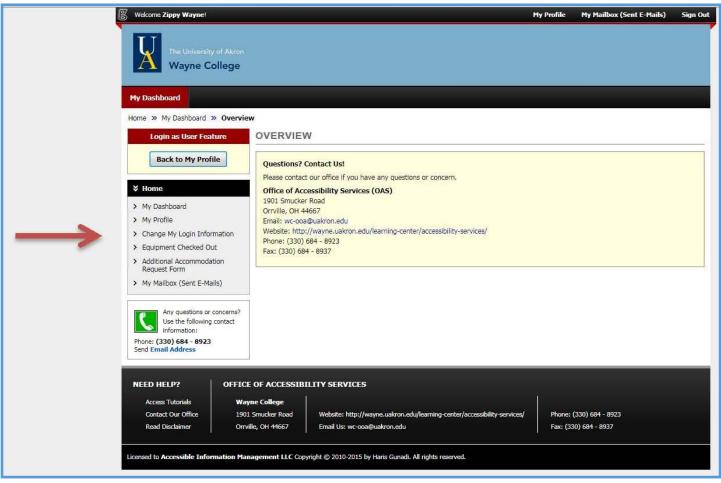
<div align="center">My Username:_____</div>

<div align="center">My Password:_____</div>

<div align="center">**GETTING STARTED**</div>

LOG IN TO THE SYSTEM: https://andes.accessiblelearning.com/AWayne/Default.aspx Please use the username and password written above.
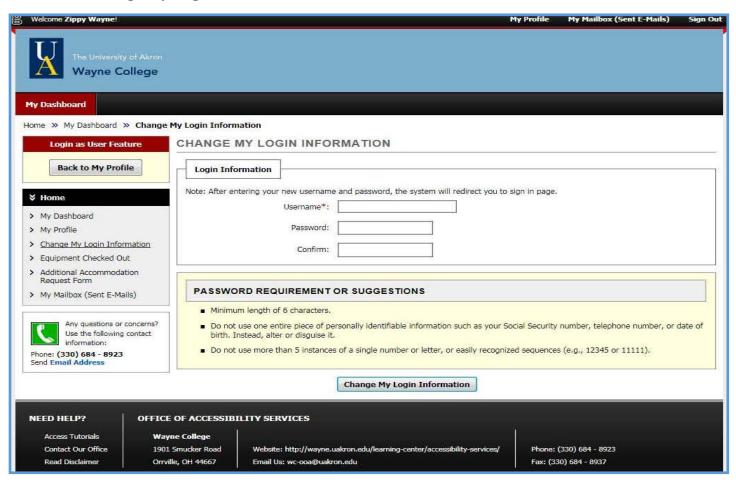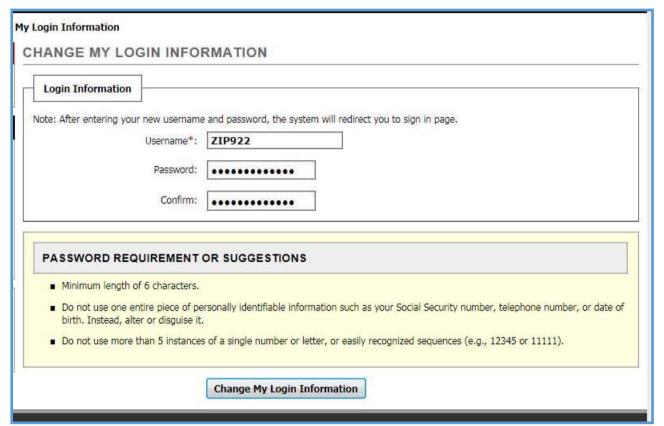
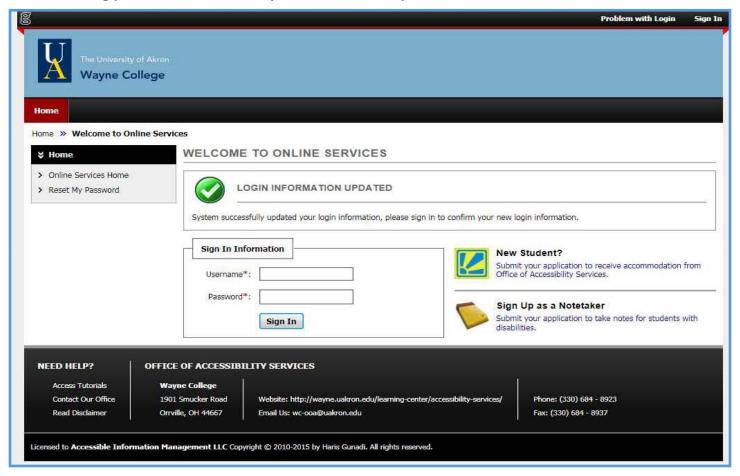**After logging in, you should see a screen that looks like this:**

HOW TO CHANGE MY PASSWORD:

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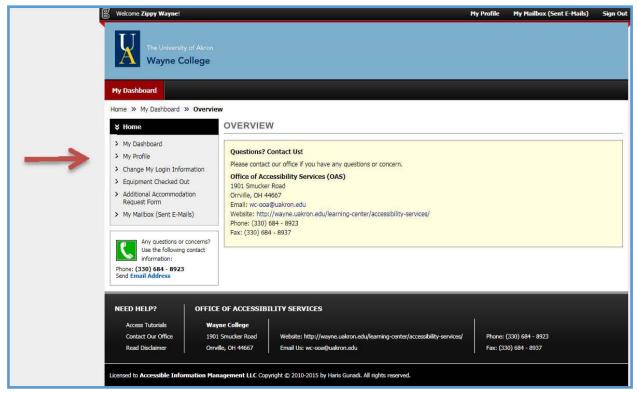
Your username is currently set to your UANet ID. It is recommended that you change your password to something you will remember. If you are successful, your screen will look like this:
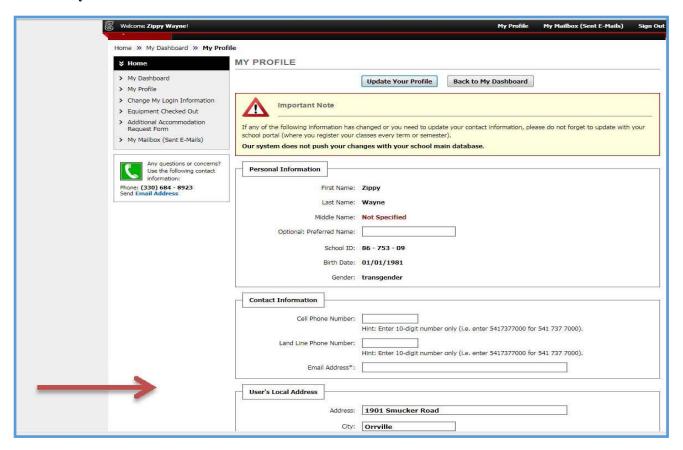

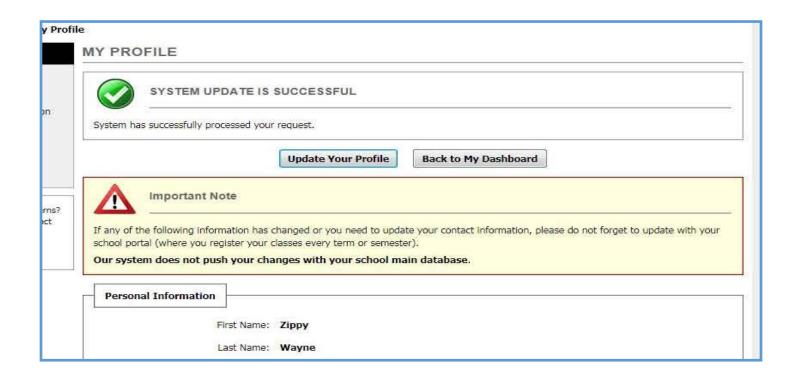
UPDATING MY PROFILE:

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

Click on "My Profile." It will look like this:

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:

REQUESTING ACCOMMODATIONS EACH SEMESTER
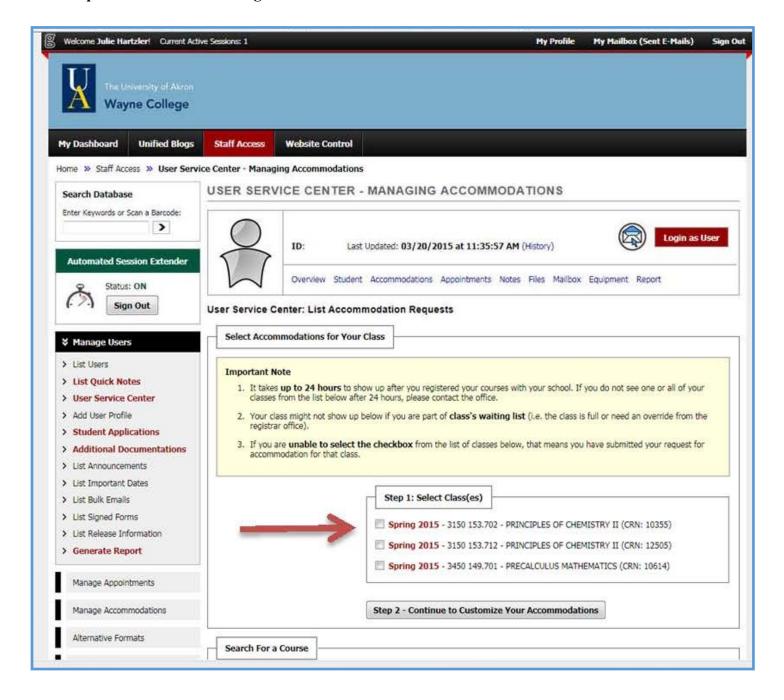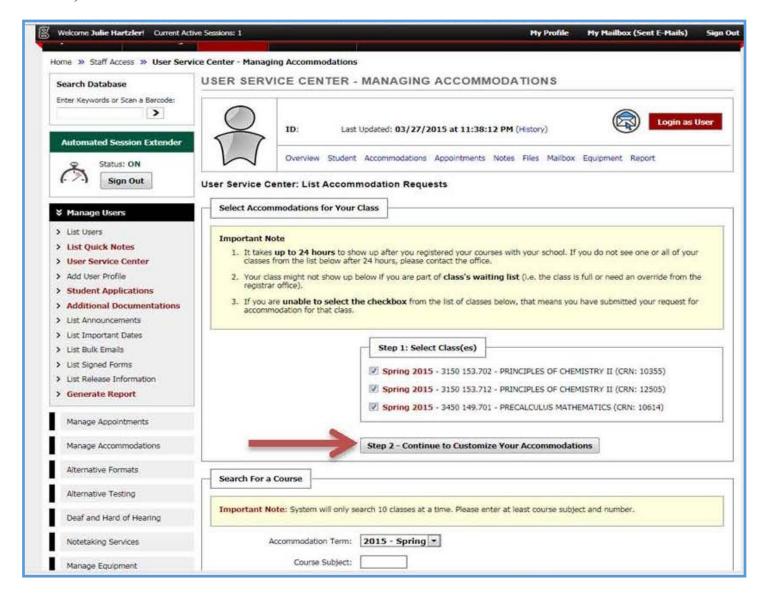
Step 1: Log in to your STARS account. Under your name, there is a heading marked "Accommodations." It will look something like this:
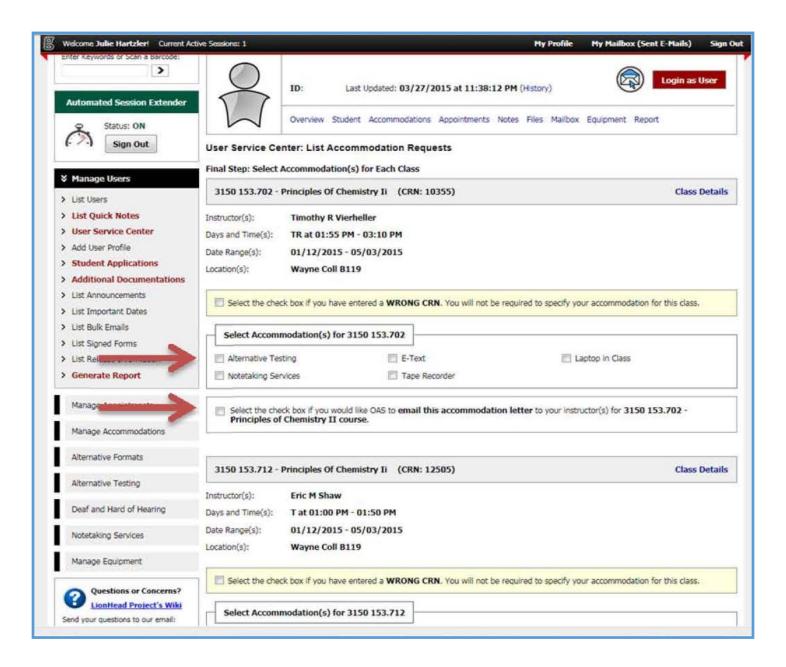
Step 2: Click on the heading. Your screen will look similar to this:

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.

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.

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

Your screen should look like this if you were successful:

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**.

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."

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:

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

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."
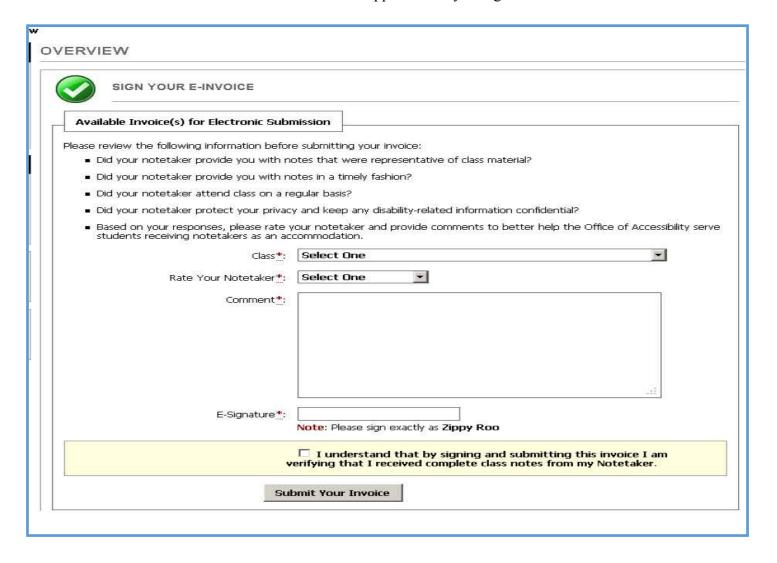

- You will be asked to Open or Save the notes.

- 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:

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.

SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.