

# How to Schedule Alternative Testing on AIM



## Access AIM to schedule your exams, quizzes, and final exams!

To access the AIM Student Portal visit: <https://york.accessiblelearning.com/CSUSB>

1. Visit the link above and log in using your CoyoteID and password.
2. Under 'My Accommodations', select '**Alternative Testing**' from the main dashboard.
3. In the 'Instructor Testing Agreement(s)' section, **select the course** you wish to schedule the exam for from the drop down options.
4. Click '**Schedule an Exam**'.
5. Follow all instructions on the screen to schedule your exams/quizzes for your courses.
6. Requests must be submitted 5 days in advance for quizzes, midterms, and exams. Requests for finals week must be submitted 2 weeks (14 calendar days) in advance.

For an instructional step-by-step video on how to submit your requests please visit:

<https://tinyurl.com/CSUSB-AltTesting>

**If you have any questions or challenges, please contact the SSD office at [ssdproctoring@csusb.edu](mailto:ssdproctoring@csusb.edu) or (909) 537-5238.**