

Hello and welcome to Accessibility's web module on uploading documentation. For your convenience, there is closed captioning provided for this video. In addition, please find the link for a transcript of the video below on this web page. Students that are registered with Accessibility Services and would wish to upload documentation to your UTM Accessibility Advisor may do so within the Accessibility Information Management System also known as AIMS. To submit documentation to your Advisor, you will need to log on to the AIMS system. AIMS can be accessed by entering the following website into your web browser: [utm dot utoronto dot ca forward slash accessibility](http://utm.utoronto.ca/accessibility). You will be directed to Accessibility's main website. On this page, you will find a heading on the left-hand side of the page titled Accessibility Information Management System for students. Beneath the heading will be a link that states login. Click this link. You will be directed to the AIMS system login page. Please select the AIMS link located in the centre of the page. You will then be directed to the AIMS

welcome page. On this page there are several icons. To submit documentation, please select the Document Upload icon on the bottom left side of the page. You will then be re-directed to the welcome page for the Document Upload Portal. Please ensure you are currently a registered student with Accessibility Services before proceeding by clicking Login. You will then be required to log in with your UTOR ID and password. Once logged in, you will have the options to select the campus you are currently registered with, your corresponding Accessibility Advisor and the file you wish to upload. Once the information has been attached, click submit. Once successful, you will be presented with a confirmation that your documentation has been uploaded, with a date and time stamp, the file name that was submitted, the campus, your Advisor and the current state of the document. Once your advisor has reviewed and processed your document, the status will then be changed to processed with the date and time for when it was processed. Please note that you will not be able to

make any revisions to the file submitted. For amendments, please go through the preceding steps to submit a new file. Should you have any questions or concerns related to uploading your documents, please contact the main Accessibility office at nine, zero, five, five, six, nine, four, six, nine, nine, or at [access dot utm at utoronto dot ca](mailto:access@utm.utoronto.ca). Thank you for reviewing the Documentation Upload module for Accessibility Services at the University of Toronto Mississauga.