

Hello and welcome to the Accessibility's web module on online intake. 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. To complete the online intake, you will need to be a student who wishes to have an intake appointment with Accessibility and have therefore not met with an advisor nor have been registered with Accessibility Services at the University of Toronto Mississauga previously. If you are student who is not able to complete the online intake, please contact Accessibility's main office for assistance. To begin, you will need to access 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 the heading on the left-hand side of the page titled Accessibility Information Management System for Students. Beneath this heading there will be a link that states Login. Click this link. You will be directed to the AIMS system login page. Please select the AIMS login link located to the centre of the page. You will then be directed to the AIMS welcome

page. On this page there are several icons. Please select the New Student Online Intake icon on the bottom, right-side of the page. You will now be taken to an information page. Please read through this information regarding required documentation and the registration process. To begin the registration process for an intake, select “Register” at the top, left-hand side of the page. You will then need to log in with your UTOR ID and password. Once you have entered this information, please select the “Login” button on the bottom left-hand side of the page. You will now be directed to the Registration Form page. On this page, you will need to input the required information in the text boxes of the appropriate sections. Please begin by inputting your information in the Personal Information section which can be found on the left-hand side of the page. This includes your first name, last name, student number and UTOR email. Scrolling down, you will find a section which also asks you to input your preferred name on the left-hand side of the page. Please input within the text box if you have a preferred name. Beneath this section, you will find the Preferred Communication section on the left-hand side of the page. Please check off the boxes to the left of the

appropriate section, which includes, home phone, cell phone, Utoronto email, TTY and/or Bell-Relay. Within this section, beneath the cellphone heading, please enter your cell phone number in the text box provided. Further information will be required regarding if you are an international student or an out-of-province student. Please do provide the information within the text boxes under the headings. If you are neither an international student nor an out-of-province student, then please proceed to the next section. Beneath the Emergency Contact heading, please enter information regarding your emergency contact. This information is required. Please do provide your emergency contact's name, relationship to you and their telephone number. If your emergency contact has an alternate contact, please do include this information in the text box beneath the heading, alternative contact number. Beneath this section, you will find the disability type heading. Under this heading, there will be multiple disability categories listed to the right of the check boxes. Please check off all boxes that are applicable to you. To the bottom of the disability-type section, you will find an additional disabilities heading, with a text box available beneath.

Please do input any additional disabilities which are applicable to you but are not listed above. To the bottom of this section, will be a heading titled Previous Accommodations. There will be a text box included beneath this heading. Please indicate if you have received accommodations at any point such as in high school or in previous academic programs. You can certainly indicate the accommodations you have received. Beneath this section, will be a heading listing Reasons for Requesting Accommodations or Concerns. Within the text box provided, please indicate the disability impacts you have experienced upon your academic pursuits or any concerns you may have. Scrolling down, there will be a heading inquiring if you are taking courses at any other campuses such as Sheridan College, University of Toronto St. George campus or the University of Toronto Scarborough campus. Please select the check box to the left of the campus for which you are taking additional courses. If you are not taking courses at any other campus, please leave this area blank. Continuing, you will find a heading regarding the supports you are receiving in the community. Please select the check boxes to the left for any supports you are currently receiving.

Scrolling down, you will find a heading reading Financial Aid Resources. Please select the check box to the left if you are a student that has applied for OSAP. Please also select the second option if you have additionally completed the OSAP Disability Verification Form and had it signed and submitted to OSAP. You will then come to the last section titled Upload Documentation. You will find three different sections with three different “Choose File” buttons. If you have the Accessibility Medical Certificate completed, please select the first “Choose File” button to upload the documentation onto the AIMS system. If you have a Psychoeducational Assessment completed, then please select the second “Choose File” button to upload the documentation onto the system. If you have another type of medical documentation or an additional report you wish to submit, please select the third “Choose File” button to upload the documentation. Once you have uploaded the medical documentation onto the AIMS system and completed all relevant parts of the registration form, please select the “Submit” button on the bottom left-hand side of the page. Your submission will then be submitted, and you will receive a confirmation message. Please note that once you have

submitted the Registration Form, you will be unable to access the form again. Accessibility Staff will receive and review your submission and follow-up with you to schedule the intake appointment. Should you have any questions or concerns related to the online intake, 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 online intake module for Accessibility Services at the University of Toronto Mississauga.