

AccessAbility Services

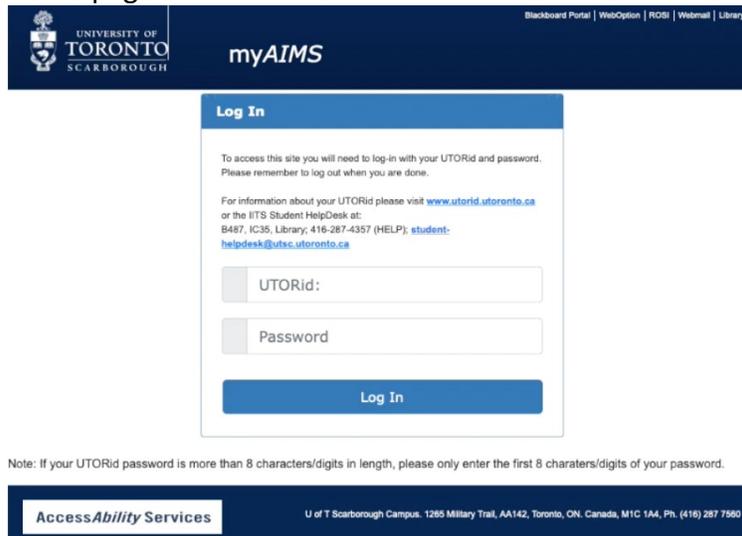
Uploading Documents via myAIMS

Students are asked to use the **Document Upload Portal** in myAIMS to submit all documentation and forms to AccessAbility Services. The Document Upload Portal is a secure method to send personal documents to AccessAbility Services staff. We do not recommend sending personal information via email.

The Documentation Upload Portal can be accessed through the AccessAbility Services' myAIMS system via www.uoft.me/myAIMS. Alternatively, you can find the link to myAIMS on AccessAbility Services website at www.utsc.utoronto.ca/ability.

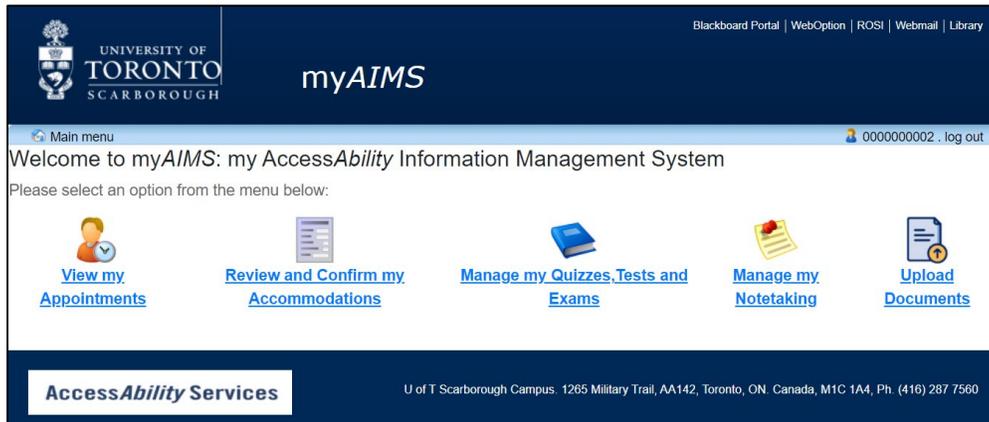
Student Guide: Step-by-Step for Document Uploads in myAIMS

1. Log in to [myAIMS](#) with your UTORid and password. You will then be directed to the myAIMS welcome page and main menu.



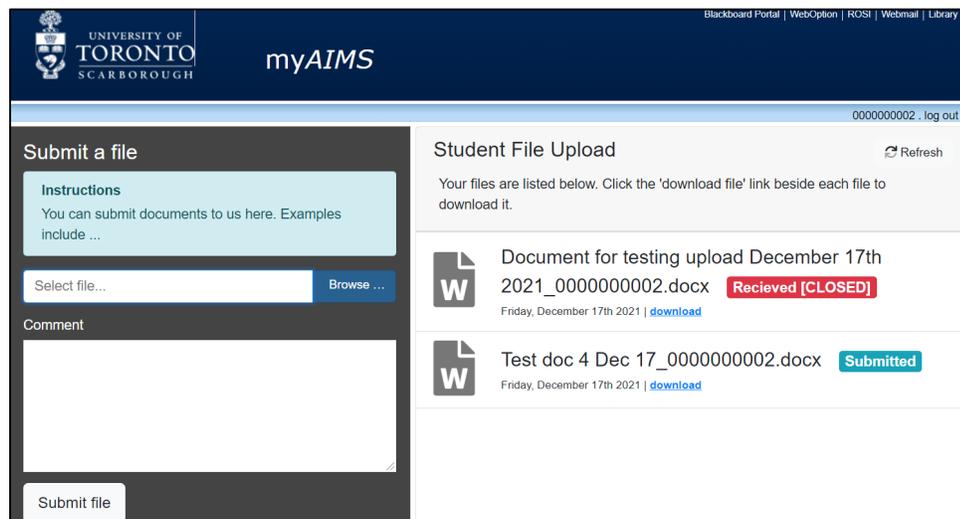
The screenshot shows the myAIMS login interface. At the top, there is a dark blue header with the University of Toronto Scarborough logo on the left, the text "myAIMS" in the center, and navigation links for "Blackboard Portal", "WebOption", "ROSI", "Webmail", and "Library" on the right. Below the header is a white box with a blue "Log In" title. Inside this box, there is a message: "To access this site you will need to log-in with your UTORid and password. Please remember to log out when you are done." followed by information about the UTORid and the IITS Student HelpDesk, including the website www.utorid.utoronto.ca, phone number 416-287-4357 (HELP), and email student-helpdesk@utsc.utoronto.ca. There are two input fields: "UTORid:" and "Password". Below these fields is a blue "Log In" button. At the bottom of the page, there is a dark blue footer with the text "AccessAbility Services" on the left and the address "U of T Scarborough Campus, 1265 Military Trail, AA142, Toronto, ON, Canada, M1C 1A4, Ph. (416) 287 7560" on the right.

2. Select the menu icon labelled “Upload Documents”



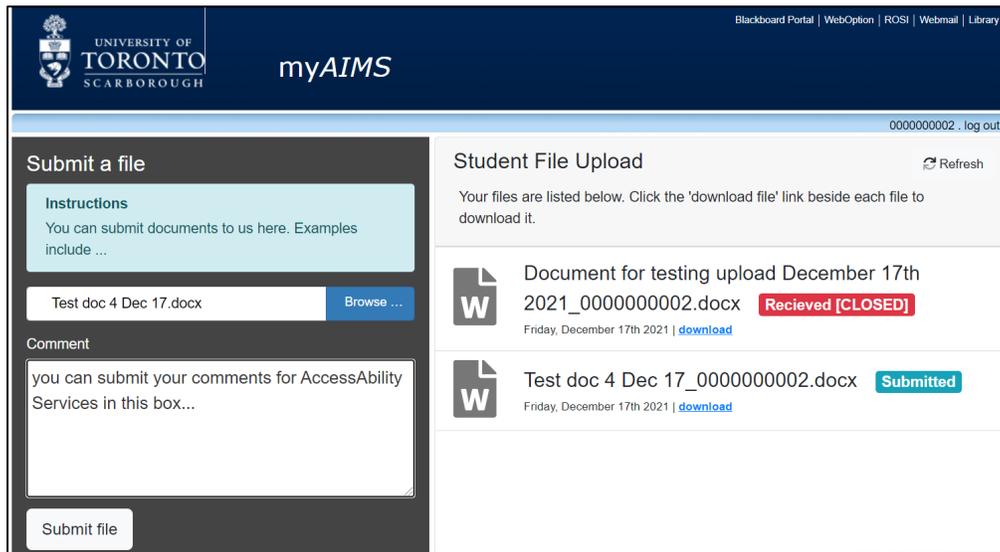
You will then be taken to a portal page where you can select files.

3. Select the “Browse...” button to select your file.

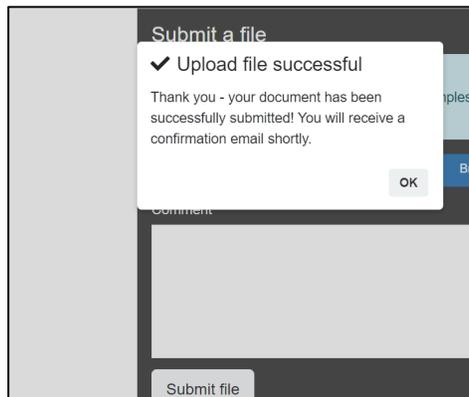


Once you have selected your file, you will see the file name appear in the “Select File” box. If there is anything additional you want AccessAbility Services to know about this file, you have the option to add this info in the “Comments” text box area.

4. Click **“Submit File”** to send the file to AccessAbility Services.



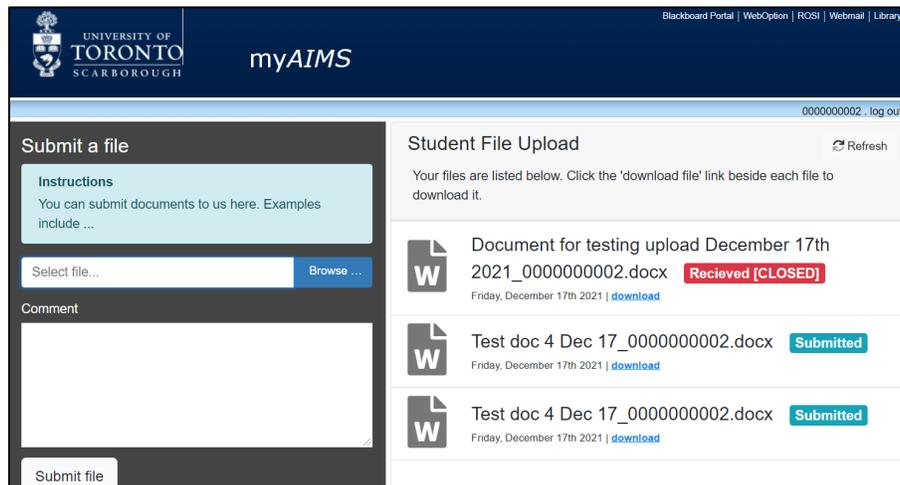
5. Once you submit your file, you will see a pop up message that says *“Upload file successful. Thank you – your document has been successfully submitted! You will receive a confirmation email shortly”*



You will receive a confirmation of the upload to your U of T student email (@mail.utoronto.ca).

You will see a record of the files you have uploaded on the right side of this portal screen. When first uploaded they will show a status of **“Submitted”**.

Once *AccessAbility Services* opens your file, the status of the file in the portal will change to **“Received [CLOSED]”**. This status simply indicates that *AccessAbility Services* has opened your document.



Next Steps:

- *AccessAbility Services* will reach out to you if any additional information or action is required.
- If you have submitted an accommodation request (e.g. request for and extension), *AccessAbility Services* staff will contact you to communicate the outcome of your request.

If you have any questions or require assistance please contact our front desk at ability.utsc@utoronto.ca or call 416-287-7560