

AccessAbility Services

How to Register with AccessAbility Services

To register with AccessAbility Services for accommodations and services related to a disability/health condition you will need to follow these steps:

1. Complete the [Online Intake Registration Form](#)
2. Upload your [medical documentation](#). Please have this ready before you start the online form. **Note:** if you do not have documentation at this time you can still proceed to the intake form.
3. Respond to the email from AccessAbility Services to confirm a proposed appointment time.
4. Meet with a Disability Consultant to discuss your eligibility for services, your strengths, restrictions, limitations, and where appropriate, develop an accommodation and service plan

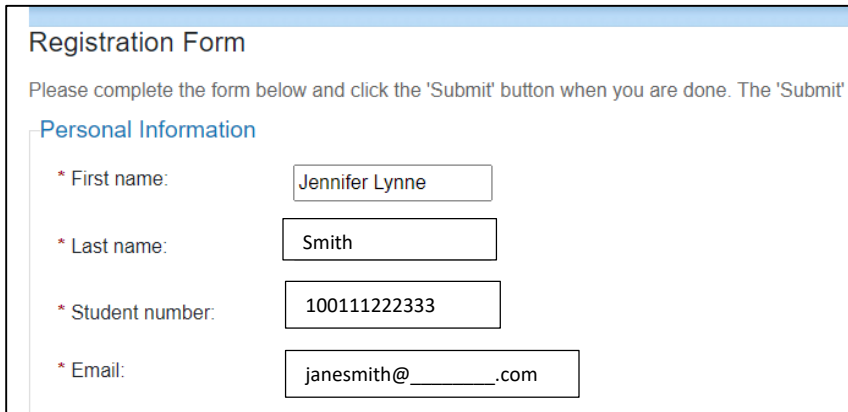
St. George campus (UTSG) and Mississauga campus (UTM) students: if you are currently registered with Accessibility Services at UTSG or UTM campus, you do not need to complete the intake form at UTSC. Please complete the [Transfer of Accommodation](#) form and submit it the office on your home campus.

Completing the Online Registration Form: Step-by-Step Guide

The Online Registration Form will take some time to complete (approximately 10-15 minutes). Give yourself ample time to read through the information and complete all of the fields carefully. The following is a guide through the headings of the form information.

1. To begin, click on the "Register" button at the top left of the [form landing page](#).

2. Log-in with your UTORid and password. If you do not have a UTORid or password, visit the [Registrar's Office TCard webpage](#).
3. Once you have logged-in, your personal information will already be populated into the Name, Student Number, and Email text boxes.



Registration Form

Please complete the form below and click the 'Submit' button when you are done. The 'Submit' button

Personal Information

* First name: Jennifer Lynne

* Last name: Smith

* Student number: 100111222333

* Email: janesmith@_____.com

4. You will be required to input your UTORid, Home Campus, and Degree Level (Undergraduate or Graduate).

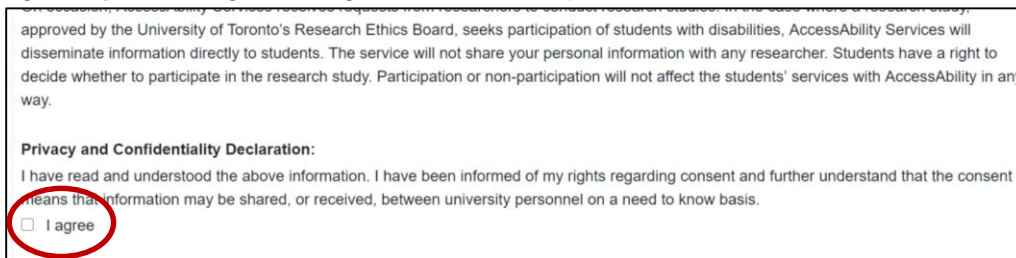


UTORID

Home Campus

Degree Level (Undergraduate or Graduate)

5. **Privacy Statement** - carefully read through the Privacy Statement and indicate you agree by checking the "I agree" checkbox option at the bottom of the section:



approved by the University of Toronto's Research Ethics Board, seeks participation of students with disabilities, AccessAbility Services will disseminate information directly to students. The service will not share your personal information with any researcher. Students have a right to decide whether to participate in the research study. Participation or non-participation will not affect the students' services with AccessAbility in any way.

Privacy and Confidentiality Declaration:

I have read and understood the above information. I have been informed of my rights regarding consent and further understand that the consent means that information may be shared, or received, between university personnel on a need to know basis.

I agree

6. **Enrollment Status** – e.g. current UTSC student, high school student who as accepted letter of offer, transfer student from another university
7. **Student Information** – preferred name, preferred pronoun

8. **Contact information** – address, phone number, preferred method of contact
9. **Emergency Contact Information** – provide one or two options for emergency contacts
10. **Provide Accommodations to Date** – Have you received accommodations for a disability in high school, elementary school or a previous university or college? Indicate in this area what type of accommodations you received

Accommodations to date

Did you receive disability-related academic accommodations in high school, elementary or at another university or college?

Yes

No

If yes, check all that apply:

High school

Elementary

College

University

What were the most recent accommodations you received?

11. **Indicate Learning Style** – select which way you learn best

Learning Style

How do you learn best? Check all that apply

Auditory (learn best when initially listen to verbal instructions or information through lecture, discussion, and/or audio recording)

Kinesthetic (prefer touch and movement to learn information such as writing and typing notes, practicing doing activity helps retain information, etc.)

Visual (prefer seeing pictures, videos, images help explain concepts rather than text, colour coding readings, etc.)

12. **University of Toronto Supports** – if you are a current UofT student, check off all supports that you have accessed
13. **Community Supports** – check off all community supports that you have accessed, or use the text box to indicate any other supports not listed

14. **Provide Financial Information** - In order to assess appropriate referrals for disability-related funding programs we ask that you respond to financial questions NOTE: We encourage students with disabilities to apply to OSAP/other provisional Student Aid, as they may be eligible for additional funding to help cover disability-related educational costs.
15. **Provide Disability-Related Personal Information** – in this section you will provide information on the nature of your disability or health consideration. Please read through the questions carefully.
16. **Documentation Upload** - In addition to sharing your personal experience living with a disability in university, student's are required to submit medical documentation that indicates you are a student with a disability and the restrictions or needs associated with the disability. For more information on the medical information required please review the [Documentation Requirements page of our website](#).
You are able to upload up to 10 documents in this section. Files must be in one of the following formats: JPEG, PDF, WORD, EXCEL, PNG, GIF, TIFF
17. **Pressing Concerns** – do you have an urgent academic concern that requires attention in the near future (e.g. academic suspension)
18. **Appointment Booking Preferences** – indicate your preferred times for an appointment, indicate your preferred mode of appointment (on video, no video, etc.), and indicate if you will have a support person attending the appointment with you
19. Before submitting the form, you have an opportunity to **provide any further information you think would be relevant** or that you would like us to consider.
20. Click the **Submit** button

After you've completed the Online Intake Registration Form, you will receive a confirmation email to your UToronto email address.

Someone from the *AccessAbility* Services office will contact you within 1-3 business days to provide you with an appointment time to meet with a Disability Consultant.

Should you have any issues or questions while filling out the Online Intake Registration Form, please [contact us](#) and we can assist you.