

## AccessAbility Services

### Self-Renewal Module for Reviewing and Confirming Accommodations

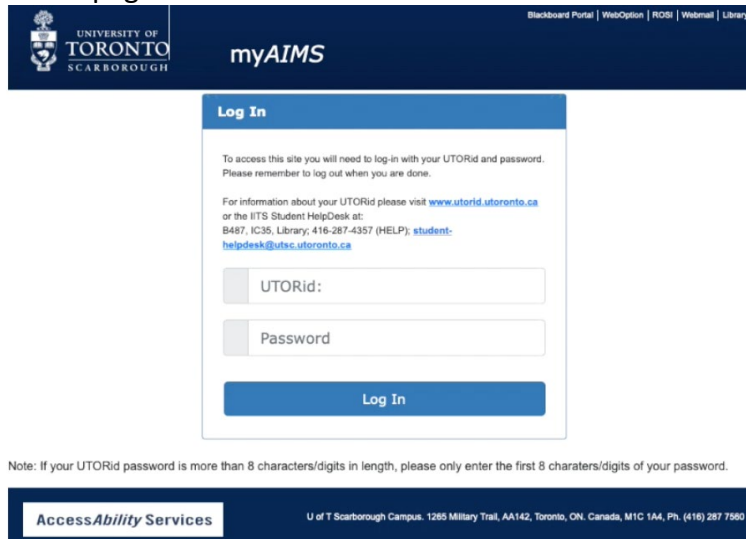
At the beginning of each term, students registered with AccessAbility Services need to complete the following steps to review and activate their accommodations. Newly registered students will also complete this module after their Intake appointment.

Reminder emails will be sent out by AccessAbility Services when the self-renewal module is open to students for the current academic term.

The self-renewal module can be accessed through the AccessAbility Services' myAIMS system via [www.uoft.me/myAIMS](http://www.uoft.me/myAIMS). Alternatively, you can find the link to myAIMS on AccessAbility Services website at [www.utsc.utoronto.ca/ability](http://www.utsc.utoronto.ca/ability).

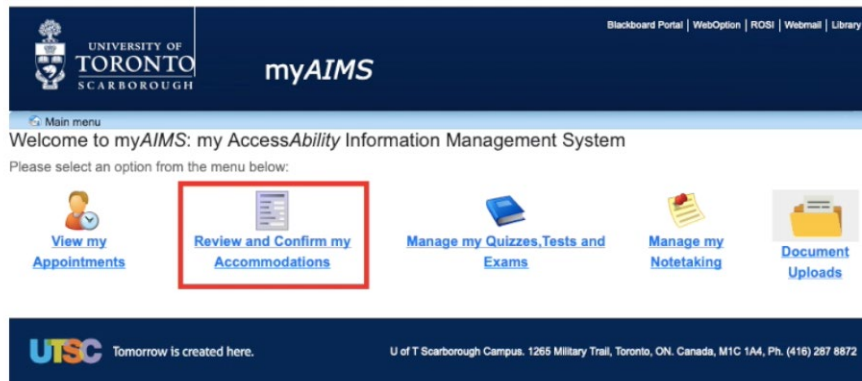
### Student Guide: Step-by-Step in myAIMS

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

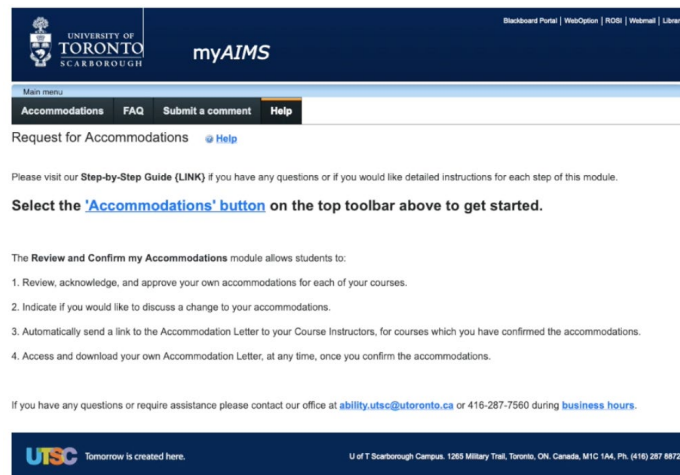


The screenshot shows the myAIMS login interface. At the top, there is a dark blue header with the University of Toronto Scarborough logo on the left and navigation links (Blackboard Portal, WebOption, RDSI, Webmail, Library) on the right. Below the header, the text "myAIMS" is displayed. The main content area is a white box with a blue "Log In" header. 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." Below this message, there is information about the UTORid and the ITS Student HelpDesk, including the website [www.utorid.utoronto.ca](http://www.utorid.utoronto.ca) and the email [student-helpdesk@utsc.utoronto.ca](mailto: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.

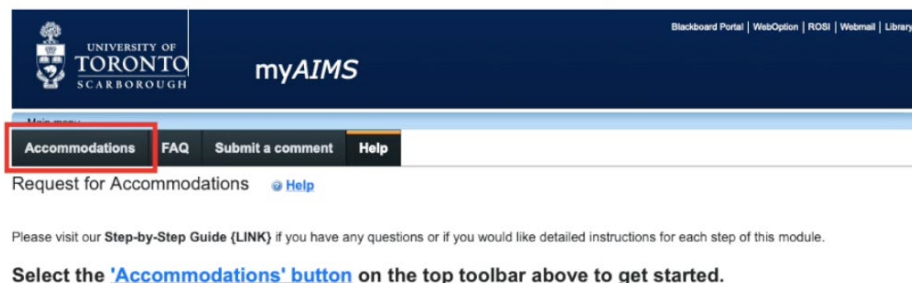
2. Select the second menu icon labelled “Review and Confirm my Accommodations”



You will then be taken to a text page explaining the approval process.



3. Select the “Accommodations” tab on the top-left menu bar to proceed.



This will direct you to the **Request for Accommodations** page. This page contains a table with four column headings: *Course*, *Status*, *Request*, and *Letter*. In the “*Course*” column you will see a listing of the courses in which you are currently enrolled.

If you are unable to see your courses, please make sure the correct session on the top right-hand side is selected, next to where it says **“Show Term”**. To do this, click on the drop-down menu and select the appropriate academic session. Click refresh to update this information.

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Blackboard Portal | WebOption | ROSI | Webmail | Library

Main menu log out

Accommodations FAQ Submit a comment Help

### Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Summer Session 2021 Refresh

Course	Status	Request	Letter
TestCourse101 ZZY A01H3 Section LEC01	<b>Sent</b> Your accommodation letter has been sent to your instructor. This status will change to "Confirmed" if or when your instructor reads your accommodation letter.		Get letter
AnotherCourse201 YYZ A01H3 Section LEC01	<b>Waiting for student to request</b> Please click the "Request" button to review and confirm your Accommodations	Request	
Moonlanding101 MOO A01H3 Section LEC02	<b>Waiting for student to request</b> Please click the "Request" button to review and confirm your Accommodations	Request	

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- Once your current courses appear in the *“Course”* column, you will see in the *“Status”* column **“Waiting for student to request”**. Select the **“Request”** button, under the *“Request”* column. This action will direct you to a new page.

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### Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

**Your accommodations**

- Alternative requirements for participation and oral presentations may need to be explored (e.g., email thoughts and opinions vs. speaking up in class). Instructors are encouraged to contact AccessAbility if you have any questions or concerns.
- Breaks (under supervision of Invigilator): 5 minutes per hour
- Course readings and assignments required in advance of class
- Extra time for all tests/exams/quizzes (including in-class tests): 25% extra time
- Peer notetaker (a note taking package with instructions regarding recruiting a volunteer notetaker will provided to the Professor by the Student)
- Permanent
- Use of recording device for lectures (student will use their own device; recording will be used for personal use and will not be shared with others)

**Courses to request**

- AnotherCourse201 YYZ A01H3 section LEC01
  - Doyle, Tina tina.doyle@utoronto.ca
- Moonlanding101 MOO A01H3 section LEC02
  - Colleen Reid colleen.reid@utoronto.ca

[check all](#) [check none](#)

5. On this page, you will see a listing of **Your Accommodations**. They will all be checked. Use the check boxes to the left of each accommodation to select the accommodations you would like. If you would like to use all your accommodations, make sure all the boxes are checked, as only those accommodations that have been checked will be provided. Below the listing you will see the option to **“Check All”** which will check off all the accommodations.
6. On the right-hand side of the page is the heading, **“Courses to Request”**. If you have selected one course, but wish to self-renew your accommodations for all your courses, you can select the **“Check All”** link below the **“Courses to Request”** list.
7. Indicate if your accommodations require any changes. In the middle of the page, there is a section indicate if your accommodations require any changes. Check off the option that is relevant to you:
  - I have reviewed and accept the Accommodation plan as listed above**
  - or**
  - I would like to discuss changes to the Accommodation plan as listed above**

Use of recording device for lectures (student will use their own device; recording will be used for personal use and will not be shared with others)

[check all](#) [check none](#)

Please indicate if your accommodations require any changes

- I have reviewed and accept the Accommodation plan as listed above
- I would like to discuss changes to the Accommodation plan as listed above

### Accepting the Accommodation Plan

If you selected that you *“accept the Accommodation plan as listed above”*, then once you have clicked **“Submit”**, myAIMS will automatically email a link to your Letter of Accommodation to your course instructor(s). You will be directed back to the main Accommodation Request page.

### Discussing Changes to the Accommodation Plan

If you selected that you would *“like to discuss changes to the Accommodation plan as listed above”*, AccessAbility Services staff will be notified and will reach out and contact you. You can expect to hear from a staff member within 2 business days of indicating that you want to discuss changes to the Accommodations. If you have an urgent need, please feel free to reach out to our front desk during business hours at 416-287-7560 or email [ability.utsc@utoronto.ca](mailto:ability.utsc@utoronto.ca)

- Read through the **Terms**. Please take the time to carefully review the **Terms** section of this page. This section includes an *AccessAbility* statement on how your Information will be used, Limits to Confidentiality, and the Student Statement of Responsibility. After reviewing this information, you need to check the box containing the statement of agreement to these terms. This is located at the bottom, right-hand side of the page.

### Terms

Accommodation Agreement - Please Read Carefully

I understand that I have a responsibility in the accommodation process including:

- making my needs known to the best of my ability, preferably in writing, so that the university may make the requested accommodation;
- when making accommodation requests, I have a responsibility to give the university (AccessAbility Services, Faculty, Staff) ample time to ensure that accommodations will be available when needed;
- answer questions or provide information regarding relevant restrictions or limitations, including providing information from medical and health care professionals, where appropriate, and as needed;

I agree to the terms outlined above

Cancel Submit

- Click the **“Submit”** button on the bottom right hand side of the page.

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Main menu log out

Accommodations FAQ Submit a comment Help

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Summer Session 2021 Refresh

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After you click **“Submit”** you will be re-directed back to the main Request Accommodations page, which shows the status of your requests and letters.

If you accepted accommodations for a course, the Request button will no longer appear, and the status column for the course(s) will now say **“Sent”**. You can also now review your Accommodation Letter by selecting the **“Get Letter”** button showing in the **“Letter”** column on

the right hand side. This will allow you to open and download a PDF copy of your Accommodations Letter.

If you selected that you would *“like to discuss changes to the Accommodation plan as listed above”*, the Request button will no longer appear for the courses that you have chosen to self-renew, and the status column for the course(s) will now say **“Pending waiting for staff”**.

Once you have addressed Accommodation plan with staff at AccessAbility Services, or anytime changes have been made to your Accommodation plan, you may be directed to complete the self-renewal steps in myAIMS again, to confirm and activate your current Accommodations. If you are asked to complete the module again the status of your request will appear as **“Pending waiting for student”**, until you complete the module steps (see above Steps 1 to 9).

If you have any questions related to the self-renewal process for accommodations, please contact the AccessAbility Services at 416-287-7560 or [ability.utsc@utoronto.ca](mailto:ability.utsc@utoronto.ca).