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. Alternatively, you can find the link to myAIMS on AccessAbility Services website at 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.
2. Select the second menu icon labelled “Review and Confirm my Accommodations”

![Image of myAIMS interface with the second menu icon highlighted]

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

![Image of myAIMS interface with the Review and Confirm Accommodations page]

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

![Image of myAIMS interface with the Accommodations tab highlighted]

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.

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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.

4. 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.
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
   - 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

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8. 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.

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

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.