

Hello and welcome to Accessibility's web module on uploading documentation. 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. Students that are registered with Accessibility Services and would wish to upload documentation to your UTM Accessibility Advisor may do so within the Accessibility Information Management System also known as AIMS. To submit documentation to your Advisor, you will need to log on to 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 a heading on the left side of the page titled Accessibility Information Management System for students. Beneath the heading will be a link that states login. Click this link. You will be directed to the AIMS system login page. Please select the AIMS link located in the centre of the page. You will then be directed to the AIMS

welcome page. On this page there are several icons. To submit documentation, please select the Student Document slash File Upload icon on the top right side of the page. You will then be required to log in with your UTOR ID and password. Please ensure you are currently a registered student with Accessibility Services before proceeding by clicking Login. Once logged in, you will see the Student Document slash File Upload page. On the left side of the page, you will see a heading that reads submit a file. Please scroll to the bottom until you find the text box next to the blue browse button. Double-click on the blue browse button to locate the file on your computer that you wish to upload to the system. Once the file is located, please select. The system will then show the file in the text box with a green checkmark. Please then scroll down to the comment box and please provide information regarding the file you are uploading. You must complete the information in the comment section. Once this has been completed, please do scroll down and double-click on the gray submit a file button. Once successful,

you will be presented with a pop up confirmation message that your documentation has been uploaded. A confirmation email will also be sent to your Utoronto email. Please select ok on the pop up message. Please note, once your documentation is submitted, you should be able to view the uploaded documentation on the right side column. The current status of the document will appear as submitted. Once your advisor has reviewed and processed your document, the status will then be changed as appropriate and you will receive an email from Accessibility staff for next steps. You can also download your uploaded documentation by selecting the right side column and double-clicking on the blue download button under the document title. Please note that you will not be able to make any revisions to the file submitted. For amendments, please go through the preceding steps to submit a new file. Should you have any questions or concerns related to uploading your documents, 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](http://access.utm.utoronto.ca).
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