

How to Complete the Application for SAS: Assistance with Submitting Documentation

Student Accessibility Services is excited to announce the launch of **AIM** (Accessible Information Management) -- our new online accommodation management portal. New students to the SAS office can apply for services directly through the AIM portal. This document explains the steps for submitting documentation to SAS.

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Submitting Documentation Later

- 1. Friendly reminder, supporting disability documentation is necessary in completing your application to determine eligibility for services with Student Accessibility Services.
- 2. Once you are ready to submit documentation to SAS for review, you have three options:
 - a. You can email the documentation to Student Accessibility Services at sas@qcc.mass.edu

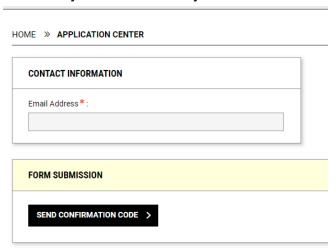
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- b. Stop by the SAS office and have them scanned. SAS is in the Administration Building on the second floor in room 246A.
- Or go back to the AIM SAS Application received email to access AIM to upload your documents.
- In that SAS Application Received email, located in the Next Steps box in the first bullet, click on "AIM Login."

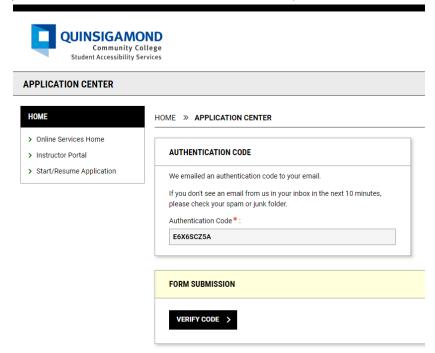
Next Steps

- If you have not already submitted supporting documentation, you may upload documentation by using the following link: AIM Login. Click on View Application, then Click on the tab
- labeled Files, and it will bring you to page where you will be able to upload your documentation. Or you can email your disability documentation at any time to sas@qcc.mass.edu. For more information, SAS's Disability Documentation Guidelines can be located on student Accessibility Service's webpage. The guidelines are also attached to this email.
- After SAS reviews application, you will be assigned a SAS Coordinator and will receive an email invitation to schedule an intake appointment with them.

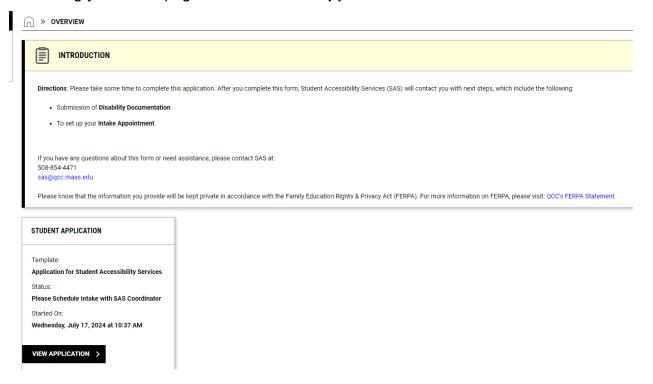
4. It will ask you for the email you used to create the application.



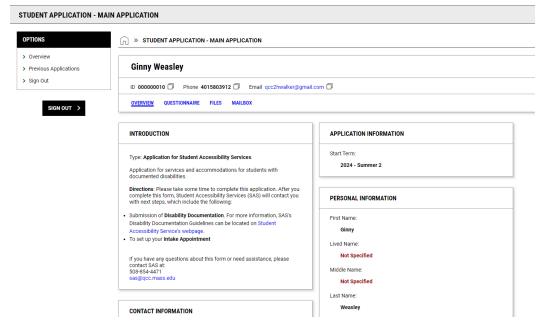
5. You will have to complete the authentication code process again to access your application with SAS. (Reminder – code was sent to the email used, please check there for the code needed).



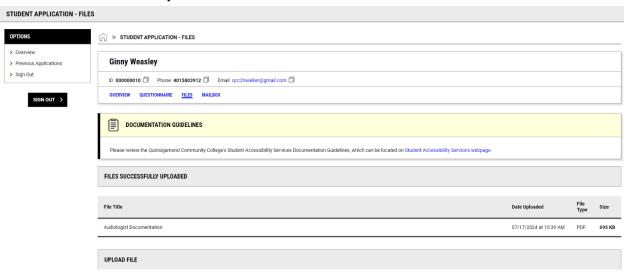
6. It will bring you to this page. Click on "View Application."



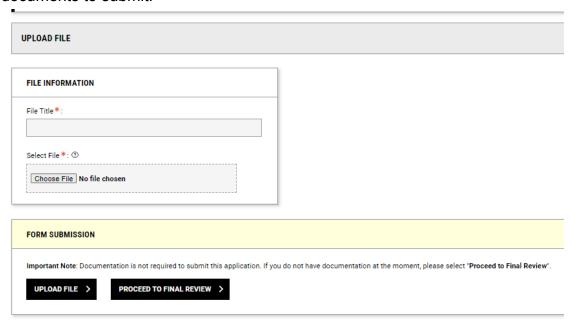
7. Locate the tab labeled, "Files" and click on it.



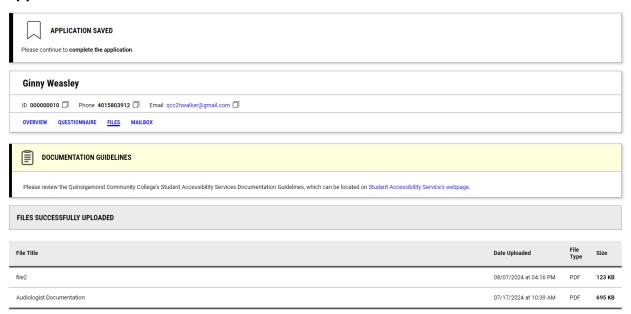
8. You will see any documentation that you have already submitted under "File Title." Scroll down to "Upload File."



 Put a File Title for the document and click on "Choose File" to select your document. You will be able to repeat this process if you have numerous documents to submit.



10. Every time you upload a file, you will see on top of the page that the "Application Saved.



11. Once you are finished uploading your documentation, please sign out and wait for instructions on how to set up your intake appointment with your assigned SAS Coordinator. You will get an email on your next steps from Student Accessibility Services.

When in Doubt, Connect with SAS!

If you have any questions, concerns, or technical issues regarding AIM, please contact Student Accessibility Services at one of the following methods:

Student Accessibility Services

SAS Q Webpage

Quinsigamond Community College Administration Building, 2nd Floor, Room 246A 670 West Boylston Street Worcester, Massachusetts, 01606

sas@qcc.mass.edu

p: 508-854-4471 (Voice)

p: 508-502-7647 (Sorenson Video Phone)

f: 508-854-4549