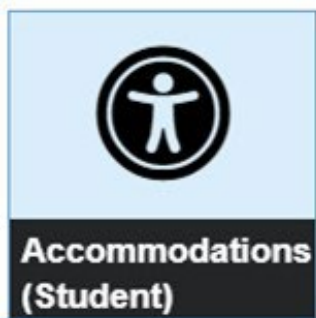


## Registering with Disability & Testing Services

Disability & Testing Services (DTS) coordinates academic and campus accommodations for students with disabilities, managed through the Accessible Information Management (AIM) platform. Below are the steps to get started and an overview of our interactive process:

### Step #1: Log into TechWeb & Access AIM

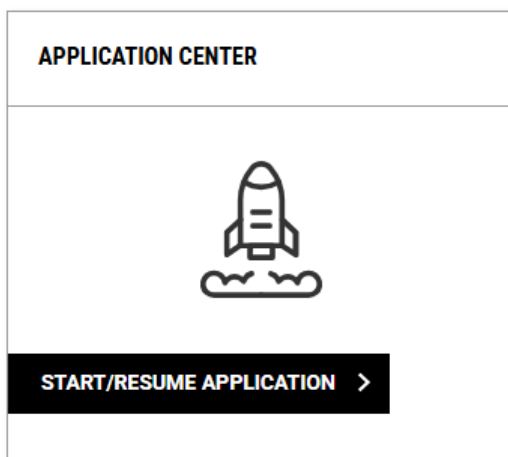
With your OIT student credentials (username/password), log into TechWeb and select the “Accommodations (Student)” tile:



You may need to search for it in the TechWeb search bar. This will take you into AIM.

### Step #2: Accessing the Application Center

The AIM landing page will have a few options available. To access the Application Center, you will need to select the “**Start/Resume Application**” option, with a rocket ship depiction:



## Step #3: Select an Application

Depending on what accommodations you are registering with our office, you will pick one of the available applications by selecting the “**Start New Application**” button:

GENERAL APPLICATION	HOUSING ACCOMMODATIONS ONLY (NO AC...	TEMPORARY/PROVISIONAL ACCOMMODATI...
Type: <b>Student Application</b>	Type: <b>Student Application</b>	Type: <b>Student Application</b>
<i>About This Template</i> ^ This application is for students seeking a combination of Academic, Housing, and Other accommodations.	<i>About This Template</i> ^ Application for students who are only seeking housing-related accommodations, without academic or other accommodations	<i>About This Template</i> ^ Accommodation request for temporary/provisional need that is not a permanent disability (ex. broken limbs, surgery recovery, pregnancy, etc.)
<b>START NEW APPLICATION</b> >	<b>START NEW APPLICATION</b> >	<b>START NEW APPLICATION</b> >

- **General Application:** if you are wanting to register with accommodations including Academics, Housing, and Campus Access.
- **Housing Accommodations Only:** if you are only wanting to register for accommodations that apply to Housing (no academic accommodations)
- **Temporary/Provisional Accommodations Only:** if you are only wanting to register for temporary accommodations; ex. recovery from broken limb, surgery, etc.)

## Step #4: Complete Application & Submit

Depending on your selection, the questions will vary. You will need to complete any required question and provide documentation from your qualified provider. Please [see our Disability Services Documentation Policy](#) for guidance on what information we need.

## Modifying Application After Submission

If you need to (or are asked to) provide additional documentation, or otherwise need to modify your application after submission, that is possible by:

1. Logging into AIM through TechWeb (Step #1 above)

2. Accessing the Application Center in AIM (Step #2 above)
3. You should see your current, active application – select it
4. Once in the application, you should see a banner of options (ex. Overview, Questionnaire, Files, etc.) that you can select the appropriate part of the application to modify:
  - a. Questionnaire = if you need to modify the content of your application
  - b. Files = if you need to upload additional documentation
5. You can then save the changes and should receive a green banner confirming the changes have been made.

We recommend using this method when providing additional documentation, rather than having documentation emailed to our office or staff inboxes. Please contact us if you run into any issues and we can help provide navigation either in-person or over video call.

## Our Interactive Process

Once we have received your completed application, our staff will review your application and invite you to either make an Intake Appointment (if no further information/documentation is needed); or to make a Welcome Appointment (if we need further information/documentation). **We do not want possession of documentation to be a barrier in connecting with our office.**

Please note that without sufficient documentation, there may be delays in the consideration and possible approval of some accommodation, but we would like to connect to better support you.

For more information on our interactive process, please see our current Student Handbook available on our website.

## Additional Information

If new to collegiate accommodations or coming from K-12 education, we encourage you to [read our document on “Accommodations: Difference Between High School and College”](#) to be prepared for our meeting

You are always welcome to [contact us \(access@oit.edu\)](mailto:access@oit.edu) if you have any questions or need any additional support. Thank you!