

## How to Complete the Application for SAS: Logging into AIM

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 logging into AIM as an applicant to SAS services.

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### Logging into AIM

1. Click on this link to access QCC’s Student Accessibility Services AIM Platform: [SAS Application](#)
2. If you do not see the image below on your screen page, please proceed with step 3. If you do, please proceed to step 5.

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HOME » APPLICATION CENTER

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**CONTACT INFORMATION**

Email Address \* :

**FORM SUBMISSION**

**SEND CONFIRMATION CODE >**

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3. On the left-hand side of the screen, under the home section, please select **“Start/Resume Application.”**

## APPLICATION CENTER

### HOME

- > Online Services Home
- > Instructor Portal
- > Start/Resume Application

#### 4. It will bring you to this page:

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HOME » APPLICATION CENTER

#### CONTACT INFORMATION

Email Address\* :

#### FORM SUBMISSION

**SEND CONFIRMATION CODE >**

5. Please input your email address here. SAS prefers that you use your QCC school email address to apply with our office. However, if you do not have a QCC email address, put a personal email. Press “**Send Confirmation Code.**”

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HOME » APPLICATION CENTER

#### CONTACT INFORMATION

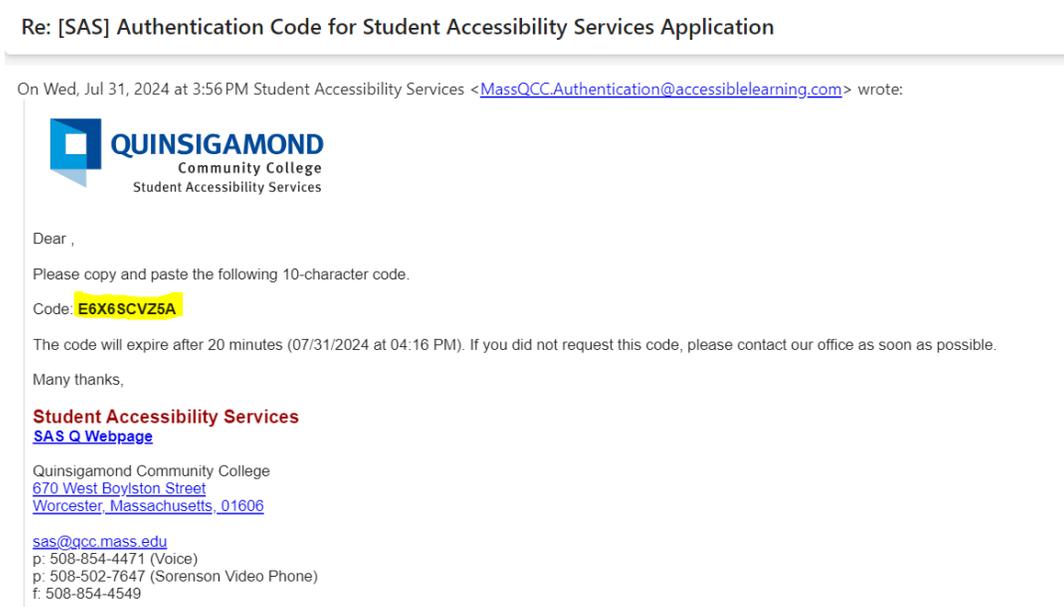
Email Address\* :

#### FORM SUBMISSION

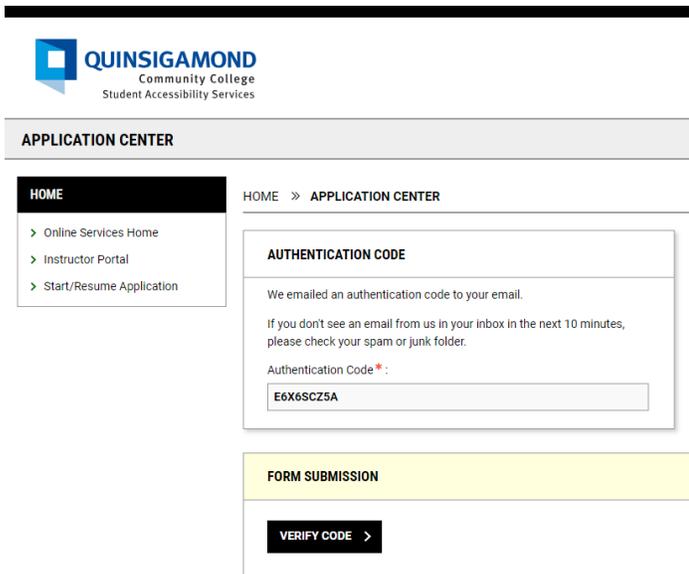
**SEND CONFIRMATION CODE >**

- You will have to go to the email that you used to grab the authentication code to input to get to the SAS application. The email will look like the below image. Please check your spam/junk folder if you do not see this right of way.

Re: [SAS] Authentication Code for Student Accessibility Services Application



- Copy and input that code into the “**Authentication Code**” box. Press “**Verify Code**” once completed.



- Once you enter the code, it will bring you to the Student Application to apply for eligibility with Student Accessibility Services.

## STUDENT APPLICATION

### OPTIONS

- > Overview
- > Previous Applications
- > Sign Out

**SIGN OUT** >

» STUDENT APPLICATION

### INTRODUCTION

Type: **Application for Student Accessibility Services.**

Application for services and accommodations for students with documented disabilities.

**Directions:** Please take some time to complete this application. After you complete this form, Student Accessibility Services (SAS) will contact you with next steps, which include the following:

- Submission of **Disability Documentation**. For more information, SAS's Disability Documentation Guidelines can be located on [Student Accessibility Service's webpage](#).
- To set up your **Intake Appointment**

If you have any questions about this form or need assistance, please contact SAS at:  
508-854-4471  
[sas@qcc.mass.edu](mailto:sas@qcc.mass.edu)

## 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, 2<sup>nd</sup> Floor, Room 246A  
670 West Boylston Street  
Worcester, Massachusetts, 01606

[sas@qcc.mass.edu](mailto:sas@qcc.mass.edu)

p: 508-854-4471 (Voice)

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

f: 508-854-4549