

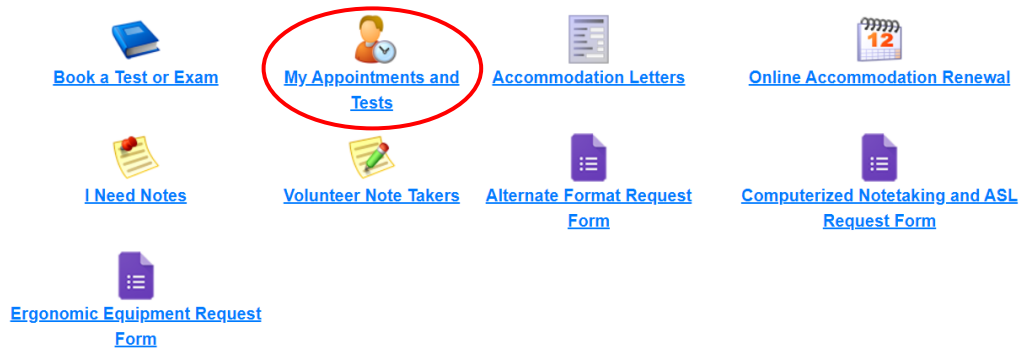
HOW TO SCHEDULE AN APPOINTMENT

- 1) Go to the [Student Accessibility Services \(SAS\) Portal](#).

SAS Portal Website Link: ontariotechu.ca/sasportal

- 2) Click on My Appointments and Tests.

Please select an option from the menu below:

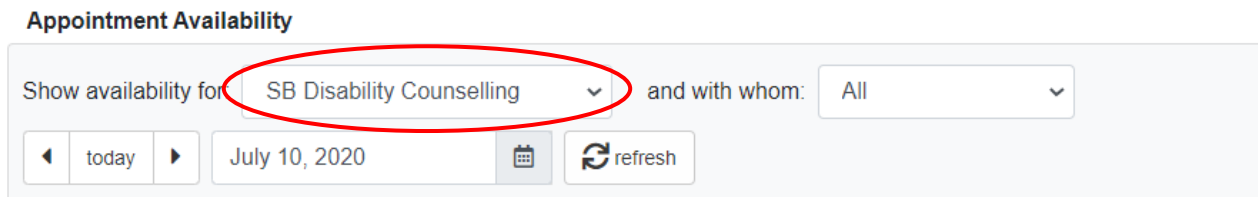


Student Accessibility Services
905.721.3266 | studentaccessibility@ontariotechu.ca

- 3) Login in using your student ID and network password.
- 4) Click on Schedule an Appointment.



- 5) Select appointment type from the drop down menu.



- 6) Select whom you wish to schedule an appointment with from the drop down menu.

Appointment Availability

Show availability for: SB Disability Counselling and with whom: All

today July 10, 2020 refresh

- 7) Select a date from the calendar menu.

Appointment Availability

Show availability for: SB Disability Counselling and with whom: All

today July 10, 2020 refresh

- 8) Once the above steps have been completed, open appointment times will appear in the calendar.

	Sun 7/26	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/1
9am							
10am		9:30 - 10:30 SB Disability Counselling					
11am		10:30 - 11:30 SB Disability Counselling	11:00 - 12:00 SB Disability Counselling				
12pm							
1pm							
2pm		1:30 - 2:30 SB Disability Counselling	1:30 - 2:30 SB Disability Counselling				
3pm		2:30 - 3:30 SB Disability Counselling	2:30 - 3:30 SB Disability Counselling	2:30 - 3:30 SB Disability Counselling			
4pm							

- 9) Select the appointment time that you wish to schedule.

- 10) Review the appointment details. Select Confirm this booking to schedule your appointment.

Cancel Confirm this booking

- 11) You will receive a confirmation email to your ontariotechu.net account and reminder emails 3 days before and 1 day before your scheduled appointment.