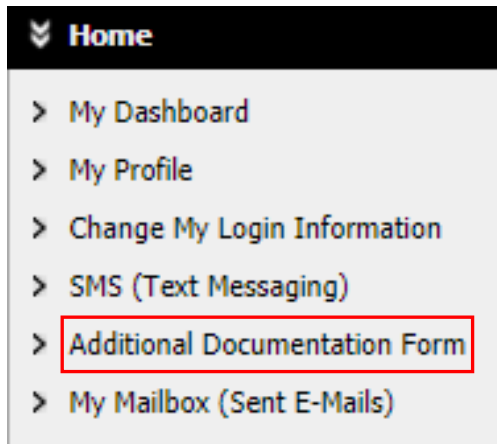


How to Upload Additional Documentation

Step 1: Go to <https://york.accessiblelearning.com/Akron>.

Step 2: Log into STARS using your UANetID and password.

Step 3: Once logged in, navigate to the **Additional Documentation Form**.



Step 4: Select **Submit Additional Documentation Form**.

ADDITIONAL DOCUMENTATION FORM List [New Application](#)

The Additional Documentation Form was created with current students in mind. Students should utilize this form when needing to submit additional documentation. Students may consider submitting additional documentation for many different reasons. These reasons may include, but are not limited to:

- Sustained a Temporary Medical Condition (broken bone, concussion, unexpected hospitalization);
- An exacerbation of current disability related symptoms;
- Additional disability diagnosis;
- Submitting documentation for the review of Provisional status;
- Requesting the review of current documentation on file for eligibility of a new accommodation.

By submitting the application listed below, you agree to the following:

- I authorize the Office of Accessibility to contact my physician to clarify any questions regarding my documentation.
- I understand that submitting this form does not automatically qualify me for accommodations and/or services which are being requested in this form.
- I understand the Office of Accessibility must complete a thorough review of this form, submitted documentation, and any request(s) for accommodations and/or services.
- I understand I will not be eligible to receive additional accommodations and/or services until all documentation supporting my request(s), is provided.

Submit Additional Documentation Form

Step 5: Fill out the form and upload documentation.

ADDITIONAL DOCUMENTATION FORM List New Application

Information

Start Term *: **Select One** ▼
Note: Select term where you would like your new accommodation to start.

Questions

1. **What prompted you to submit additional documentation?**

- Temporary Medical Condition
- An exacerbation of current disability-related symptoms
- Additional disability diagnosis
- Submitting documentation for the review of Provisional status
- Requesting the review of current documentation on file for eligibility of a new accommodation
- Other (Specify Below)

Additional Note or Comment

Step 6: You will receive an email confirmation of submission of the application.

Step 7: Your specialist on file will get copied on the email when your application is submitted.

Step 8: You can view the status of the application from the Additional Documentation screen and/or submit more applications.

List of Application(s) Submitted:

- **Application Submitted on Monday, December 07, 2020 at 09:08:57 AM (Status: 1 - Processing).**
Action: [View Application](#)

Step 9: You can also upload documentation to an existing application.

If you have any questions, please contact the Office of Accessibility at 330-972-7928, email us at access@uakron.edu or, stop by our office in Simmons Hall room 105.