Tips to navigate and submit the Student Intake Form

Set aside time to complete the online Student Intake Form in one session without interruption. You will not be able to save and return to the form.

- To move forward to each field or section of the registration form, use the Tab on your keyboard or scroll down using your mouse.
- To return to a previous field or section, scroll up through the registration form using your mouse only.
- To zoom in, use the Ctrl and + or Ctrl+Mousewheel up.
- To zoom out, use the Ctrl and – or Ctrl+Mousewheel down.
- To return to the default zoom level, Ctrl+0.
- For fields that have a drop-down menu to choose a specific response, you can use Page Down on your keyboard, or click on the ⌄ icon located at the right side of the field.
- If your online registration session is about to expire, you will receive a pop-up message. Click on the 'OK' button to continue filling out the registration form.

Do not use the following keyboard or web browser short cuts because they will end your online registration session:

- Alt+Left Arrow or Backspace,
- Alt+Right Arrow or Shift+Backspace,
- F5,
- Ctrl+F5,
- Escape,
- Alt+Home,
- ← (Go Back),
- → (Go Forward),
- ↻ (Refresh).

Scan your disability documentation (or available supporting documentation) and upload it digitally.

- Acceptable digital formats include: PDF, JPG, JPEG, TIF, PNG
- Maximum file size: 30MB
- Ensure your digital documentation is clear and includes all pages, scanned as a single document. We do not accept incomplete documentation.

Submit the online Student Intake Form with your documentation. (Note: If you are in the process of obtaining your disability documentation, you may indicate this within the online Student Intake Form).