Transcript – “Submitting Your Registration Form in Accessible Learning Online” Video

Welcome to our instructional video on submitting your registration form in Accessible Learning Online.

To start your registration form with Accessible Learning Online, you will first need to visit our website. From here you can navigate to the left hand side where you see registration, select that and then select step one. There is a number of important links and resources and information on this web page for you to view.

When you are ready, please select Complete the Accessible Learning Registration form from #3 in the menu shown here. Or to access this registration form directly, you can input the link on your screen directly into a web browser (<https://sierra.accessiblelearning.com/WLU/Start>).

Next, you will complete all of the required information on the registration form.

Next, under Disability Information, you will use the primary disability drop down menu to select your disability. There will be an option later in the registration form for you to select secondary disabilities.   
From here you will then have the option to identify those secondary disabilities if they are applicable. When you have completed the required information on the registration form, select Create Application Draft.

Next, you will complete the list of questions providing as much detail as you can. This information is helpful for our intake team as they review your application and learn more about you and your needs.

The final box of questions will ask you about documentation. Select the box that represents your current situation. You will either upload your documentation now, upload your documentation later, or if you currently do not have documentation, you can select the third option. If you do not have documentation, an intake coordinator will contact you about the next steps for obtaining that information. For more information about documentation guidelines, please visit our website.

If you selected that you will upload documentation now, select Save and Upload Documentation. If you plan to upload your documentation at a later date or do not have documentation yet, select Proceed to Final Review.

If you selected Upload Documentation now, on the next screen to upload documentation, input a file title and then select a file to upload. Select Upload File to upload the file. You can then upload additional files if you have them. Once you have uploaded everything you need to, you can then select Proceed to Final Review. You can review and edit your registration form details before submitting by selecting either Overview, Questionnaire or Files from the top navigation bar.

Once your registration form is finished, select the Submit Application button to upload documentation. After you have submitted your registration form or to include additional documentation after you have submitted your registration form, log into Accessible Learning Online from our website or by typing the address shown on your screen into a web browser.

In the Application Center box, select Start Resume Application. Select files from the top navigation bar. Input a file title, then select a file to upload. Select Upload File to upload the file.

Once your application has been reviewed by Accessible Learning, a follow up e-mail will be sent to your My Laurier e-mail. We encourage students to monitor their My Laurier e-mail for updates from Accessible Learning. If you require any additional support or have any questions, please do not hesitate to contact us.