

How to Register with AEC

1. Complete our online application via the MyAEC Student Portal.

Our [YouTube tutorial](#) provides step-by-step instructions on completing the application. You will receive a confirmation email at the address you provide in the application. We strongly recommend using your SJSU email address.

2. Submit your disability documentation.

Access our documentation guidelines and templates [here](#).

Documentation can be submitted in the following ways:

- a. Upload file(s) directly to online application
- b. Upload file(s) after submitting application using link in confirmation email
- c. Email your documentation to aec-info@sjsu.edu.

3. AEC will review your application and documentation.

This typically takes a few business days. Processing time may be longer during busy periods.

If your documentation does not meet our guidelines, we will send you an “Insufficient Documentation” email with information about what we need. Email us if you have questions about your documentation.

4. Once we have sufficient documentation, we will email you about scheduling an intake appointment.

5. Intake Appointment

You and an AEC Counselor will discuss your disability(ies) and determine reasonable accommodations.

You will receive information about how to use your accommodations moving forward.

You are now registered with AEC! Make sure to follow all instructions for requesting and using your accommodations each semester.