

# ALS: Online Booking- Instructions & How to Use

Version 2

Published 3/18/2025 by Tracey Laurin Last updated 3/27/2025 7:32 PM by Tracey Laurin



## ACCESSIBLE LEARNING SERVICES

Students can book the following Accessible Learning Services Appointments through self directed online portal:

**Accessibility Counsellor Follow-Ups:** Connect with your assigned Accessibility Counsellor to support your accommodations. This appointment can be used for many reasons, including: to discuss updates to your medical/disability documentation, request to update or edit your current accommodations, support a difficult conversation with faculty, distributing your accommodation letter and much more!

**Assistive Technologist Appointments:** Students may be referred to an Assistive Technologist after seeing their Accessibility Counsellor for training and resource support in regards to assistive hardware and/or software. Assistive Technologists also facilitate software workshops for all students enrolled with ALS.

**Learning Strategist Appointments:** Students may be referred to a Learning Strategist after seeing their Accessibility Counsellor for training and resource support in regards to exam preparation, note taking, and host of other learning strategies. Learning Strategists also facilitate workshops for all students enrolled with ALS to build their toolkit with academic supports.

### How to Book Appointments with ALS through the ALS: Student Portal at Seneca Polytechnic

Follow these simple steps to book your appointment:

#### Step-by-Step Instructions to Book an Appointment

##### 1. Log In to the Student Portal

1. Go to the [Student Portal](#)
2. Enter your Seneca Credentials
  1. If you are having trouble logging in, use the Forgot Your Password link or contact Student Help Desk.

##### 2. Navigate to Counselling Services

1. Once logged in, locate the icon called "Book an Appointment"
2. Select the tab called "Schedule an Appointment"
3. Use the drop-down menu called "Show availability for"

##### 3. Choose Your Service Type

1. Use the drop-down menu called "and with whom" to select:
  1. Accessibility Counsellor Follow-Up Appointment
  2. Assistive Technologist Appointment
  3. Learning Strategist Appointment
2. Select the appropriate service based on your needs.

##### 4. Select an Appointment Time

1. After choosing your service, you will be able to view available appointment slots.
2. Select the time that works best for you. If no times are available, try checking other appointment types or weeks.

##### 5. Complete the Appointment Form

1. You may be asked to complete a brief Appointment Form. This form gathers basic information, such as the reason for your appointment and any relevant personal details.
2. Please ensure that all information is accurate and complete.

##### 6. Confirm Your Appointment

1. Once you've filled out the form, review your information.
2. Click Confirm Appointment to complete the booking process.

3. You will receive a confirmation email with your appointment details and a reminder closer to the date.

**7. If Applicable:**

1. Upload any new or updated documentation using the "Upload Documentation Icon"

