Steps for Registering with AEC

Step 1

Complete our online application via the MyAEC Student Portal.
- For help, refer to AEC's YouTube tutorial on [Creating an Online Student Application Form.](#)
- Use your SJSU email address when filling out your information.
- You will receive a confirmation email at the address you provide.

Step 2

Submit your disability documentation using these options:
- Upload your documentation directly to your online application. This can be done before submitting the application OR after (using the link to upload documentation in your confirmation email).
- Email your documentation to aec-info@sjsu.edu.
- For help, refer to AEC's [Forms & Guidelines for Disability Documentation](#).

Step 3

AEC will review your application and documentation.
- This typically takes a few business days. Processing time may be longer during peak times.
- If your documentation does not provide the information AEC needs to determine eligibility for services, we will email you to ask for additional documentation. Email aec-info@sjsu.edu if you have questions.

Step 4

Once AEC has sufficient documentation, AEC will email you with instructions for scheduling your intake appointment.

Step 5

Attend your intake appointment.
- You and an AEC Counselor will discuss your disability(ies) and determine reasonable accommodations.
- Your Counselor will email you an Eligibility Letter stating your accommodations and how to use them.

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