

# How to Complete the DRC Application in AIM

**IMPORTANT:** To complete your application, you will need two things: documentation of your disability and a BCC student ID number (SID). To obtain an SID, you must apply to the college. If you are a non-degree student, you will receive an SID when you sign up for classes.

## Logging In

The Disability Resource Center (DRC) is excited to announce the launch of AIM (Accessible Information Management), our new online accommodation management portal. If you are a student with a disability and wish to apply for services and accommodations, follow the steps below to log into AIM:

### 1. Access the Application

Click on [this link](#) to access the DRC’s application via the AIM portal.

### 2. Check the image

- a. If you see the image below on your screen, proceed to Step 4.
- b. If you don’t see this image, move on to Step 3.

HOME » APPLICATION CENTER

Note: Required fields are marked with an asterisk (\*).

#### SCREEN READER USER

View: [Screen Reader Quick Start Guide for Application Center.](#)

#### CONTACT INFORMATION

Email Address\*:

#### FORM SUBMISSION

SEND CONFIRMATION CODE >

3. On the left-hand side of the screen, under the “Home” section, please click “**Start/Resume Application.**”

## APPLICATION CENTER

### HOME

- > Online Services Home
- > Start/Resume Application

#### 4. Enter Your Email

Type in your BCC student email address and click **“Send Confirmation Code.”** If you do not have a BCC student email account, you may use a personal one.

#### 5. Retrieve Your Confirmation Code

Check your email for a message containing the confirmation code. If you don't see it within 10 minutes, check your spam or junk folder.

#### 6. Verify the Code

Enter the code from the email into the *“Authentication Code”* box, click **“Verify Code”** and then click **“Start New Application.”**

## Completing the Application

#### 7. Complete the Application

You will be directed to the DRC student application where you will be completing demographic information, answering questions about your disability and needs, and uploading documentation of your disability. This is the first step to determine your eligibility for disability services. Your final step will be a meeting with a DRC staff member.

#### 8. Demographic Information

Fill in all fields.

- If you have a BCC student email, use it as your primary email. Otherwise, use the email you logged in with. You will need your BCC student ID (SID) number. *(You should have received your SID approximately 48 hours after you applied to BCC. If you haven't done that yet, do that now and return to this application with your SID.)*
- For the *“Start Term,”* select the semester you are applying for services. For example, fall 2025.
- After completing the demographic information, click **“Create Application Draft.”** This will bring you to the questionnaire.

#### 9. Complete Questionnaire

Answer all 10 required questions. You must complete these before moving on. The answers will help determine your eligibility for services and accommodations.

- Once done, click **“Save and Upload Documentation.”**

- b. After saving, review the *Documentation Guidelines*.

## Submitting Documentation

### 10. Upload Documentation

If you do not have documentation to upload, skip to the “*Alternatives to Uploading Documentation*” section for instructions at the end of this document. Otherwise:

- a. Enter a title for your document in the “**File Title**” field.
- b. Click “**Choose File**” to select your document. Your computer browser will open for you to find and select your file.
- c. Click “**Upload File.**” You can repeat this for additional documents.
- d. When you are done uploading your documents, click “**Proceed to Final Review**” at the bottom of your screen.

### 11. Review Your Materials

Review your application and the files you submitted using the links above labeled: *overview, questionnaire, and files*.

### 12. Submit Application

Read Agreement Statement and when ready, click “**Submit Application**” and a pop-up will appear. Click “**Confirm.**”

### 13. SUCCESS!

You will receive a message at the top of the screen that reads, “*Success! Your action has been completed.*” You will also receive an email notice.

Once we receive your completed application and documentation, we will review your materials and contact you via email to schedule your intake appointment. This could take up to 10 business days. During this appointment, we will develop your accommodation plan and discuss available support services. As always, if you have any questions, please contact us.

*Please note, if you did not include your student identification number (SID) in your application, it will remain in draft form until you return to AIM to add it or contact us. Once we receive it, we can process your application.*

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## Alternatives to Uploading Documentation

To complete your DRC application process, you must submit documentation of your disability. This documentation is necessary to determine your eligibility for services. You can submit documentation the following ways:

14. **Email it** to [drc@berkshirecc.edu](mailto:drc@berkshirecc.edu).
15. **Visit the DRC office** in SBA 118. We can scan and upload your documentation Monday through Friday between 9:00 a.m. and 3:00 p.m.
16. **Return to AIM** and upload your documentation later.
  - a. To return to AIM, log in and click “**Start/Resume Application.**”
  - b. Use the same email you used when you initially logged into AIM.
  - c. Then, follow steps 10-13 above.