

# How to Apply for Access and Ability Center (AAC) Services Step-by-Step Guide

## Before You Start:

Ensure you have the following ready before beginning the application process:

- **COS MyGiant login username and password**
  - **Verification of disability or qualifying condition**
    - Preferably as an electronic file, but if you only have a hard copy, bring it to the AAC office for upload.
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## Step 1: Access the Application Form

1. Click the “AAC Student Application/Intake” link to open the application form.
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## Step 2: Log into MyGiant

1. Log in to your MyGiant account.
    - If you don't know your login details, click the links provided for help, or contact the IT department.
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## Step 3: Complete the Application Overview

1. You will see an overview page where the term is pre-selected, and your contact information will show as your COS email (do not change it).
  2. Fill in your personal information where required.
    - Fields marked with a red asterisk (\*) are mandatory.
    - Your ID is your COS banner ID without the "@" symbol.
  3. Once completed, click “Create Application Draft” to proceed.
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## Step 4: Complete the Questionnaire

1. On the next page, you'll complete a series of questions.
    - Any question marked with a red asterisk (\*) requires a response.
    - If any question requires additional comments, it will be marked as "Additional Comment Required."
  2. After finishing the questionnaire, click “Save and Upload Documentation” to move forward.
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## Step 5: Upload Verification of Disability or Qualifying Condition

1. In this section, you can upload your verification (PDF, JPEG, ZIP, PNG, etc.).
  - Click “Upload File” and confirm the upload.
  - If you can't upload it now, you can return later through the AIM portal, or submit it by email, fax, or in person to the AAC office.
2. After uploading (or choosing an alternate submission method), click “Continue - Information Release Consent” to proceed.

**Continue on the next page**

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### Step 6: Authorize Information Release (Optional)

1. On the Information Release Consent page, list individuals (parents, counselors, etc.) with whom you authorize the AAC to share your information.
2. To authorize someone, select "Authorized Individual," click "Select and Complete Consent Form," and fill in their details.
3. You can skip this step by clicking "Proceed to Final Review."

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### Step 7: Final Review

1. On the review page, you can revisit previous sections by selecting "Overview," "Questionnaires," "Files," or "Information Release Consent."
2. **Read the agreement statement carefully.**
3. Once you're satisfied with your application, click "Submit Application."

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### Step 8: Submission Confirmation

1. After submitting, your application is complete.
2. The AAC office will review your eligibility and contact you within 1-2 weeks to schedule an intake appointment or provide additional information.
3. **Important:** If you haven't uploaded your verification, please do so, as the application cannot be processed without it.
4. If you have any questions, feel free to contact the AAC office at 559-730-3805 or [AAC@cos.edu](mailto:AAC@cos.edu)