

Accessibility Services (The Blundon Centre)

Guide – Online Intake

This guide outlines the necessary steps for students to request an Intake Appointment with Accessibility Services on Memorial University's St. John's Campus.

Step 1. Go to our main website: www.mun.ca/student/accessibility-services. While you're there, we recommend saving this page in your browser's favourites. It might come in handy throughout your university studies.

Step 2. Scroll to the section entitled "New Students" and select "Register with our office". This will direct you to the main MUN Login page where you will enter your MUN Login ID or email address and your password.

Step 3. Once your credentials are authenticated on the MUN Login page, you will be directed to our 'Intake Registration form'.

Step 4. On the Intake Registration form, you will notice that the first three fields automatically import your first and last name, as well as your student number. This information comes from our Banner student information database.

Step 5. Enter your official Memorial University email address. This field is mandatory.

Step 6. Indicate the reason (or reasons) for your request for support. This information will help us better meet your needs. Please select all that apply to you. If, for some reason, you are seeking support for something that is not listed, feel free to select 'other' and tell us more about your request.

Step 7. Choose from the available options listed to tell us more about your disability or neurodivergence. You will notice that there are options at the end of the list if you do not know this information or prefer not to share this information with us. This information is optional, but often helps our staff in preparing to support your request.

Step 8. Briefly describe how your disability or neurodivergence impacts your learning, including if you have ever received accommodations or supports in the past. This includes both the K-12 school system, or at a previous postsecondary institution.

Step 9. The next section allows you to upload any relevant documentation to support your request. The portal allows you to upload up to four separate documents. Please note that uploading documentation at this point is optional, but often expedites requests for support (particularly requests for academic accommodations). Should you wish to submit documentation following your appointment, that is also an option.

If you are not sure what documentation is required to support your request, please visit our documentation website listed here. That website is: www.mun.ca/student/accessibility-services/academic-accommodations/documentation. Feel free to share this website with your provider as well.

Step 10. Using the relevant days and times, let us know your availability to meet with one of our staff. Our staff are available Monday through Friday 8:30am-4:30pm Newfoundland Time (8:30am-4:00pm during the summer months). When selecting your availability, please select all days and times that work for you. Please note that the greater your availability, the sooner we can schedule an appointment for you with one of our staff.

Step 11. Select your preferred meeting method. This field is mandatory. Our office is glad to offer both in-person and virtually (online) intake meetings for students. While phone appointments are available after you are registered with our office, they are not an option for intake meetings.

Step 12. Add any additional comments.

Step 13. Read and acknowledge our privacy statement.

Step 14. Review your submission to ensure you've answered the mandatory fields (email address & privacy acknowledgement).

Step 15. Hit the "Submit" button.

You should then receive an email acknowledging your submission.

We will work to schedule an intake appointment for you using the availability you provided.

If you have any problems completing the form, please email us at blundon@mun.ca for assistance.