

# Registering with the Disability Support Service via our MindaClient Student Portal

## Step 1

Click on Register now – you must use your A00... student email

TUS Midlands Student Portal

Email

Password

LOG IN

Forgot your password? [Reset it now](#) →

Don't have an account? **Register now**

Powered by MindaClient [www.mindaclient.com](#)

## Step 2

Complete the Register your Details page

TUS

Register your details

Email

email

register your details

Email

Password

Use both upper & lower case letters, numbers and special characters

password

Firstname

Surname

Date of Birth

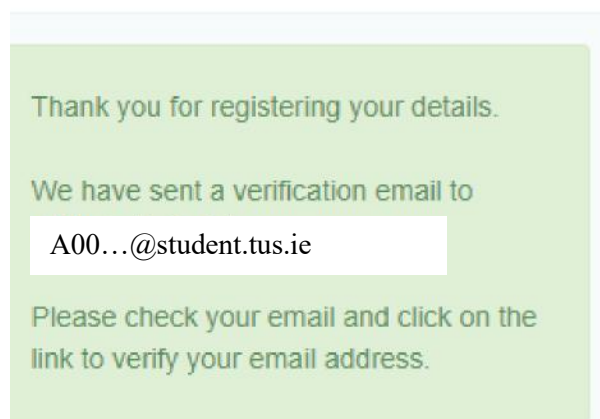
Home Address Line 1

Home Address Line 2

Home Address Line 3

### Step 3

You will be sent an email to your A00... student email (sample below) Click on the **Verify Email Address Here** to confirm your email



### Check Clutter, Junk or Spam for email verification (see below example)

Thank you for registering your details with us. Your reference number is \_\_\_\_\_. Please quote this number when communicating with us.

To complete the registration process, please verify your email address by clicking on this link. Verify **Email Address Here**

If you did not initiate this process, please notify us at [support@mindaclient.com](mailto:support@mindaclient.com)

Kind Regards

[noreply@mindaclient.com](mailto:noreply@mindaclient.com)

## Step 4

Click on Go to Log In

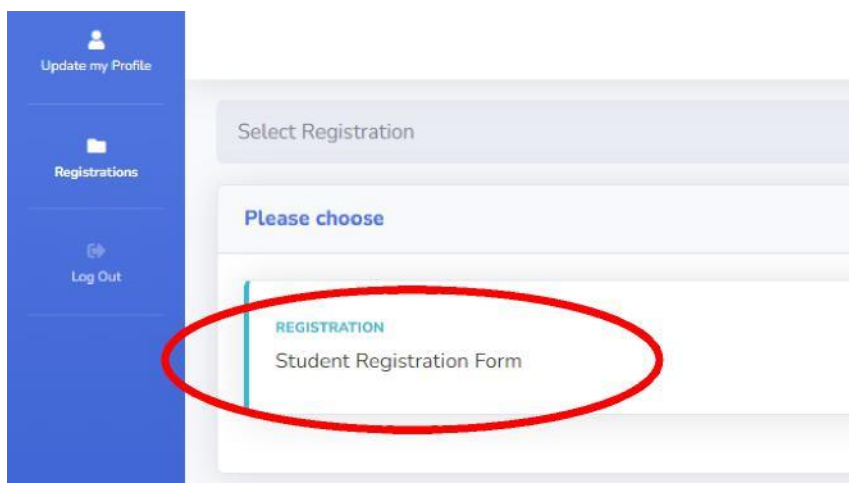


This account has already been verified.

GO TO LOG IN

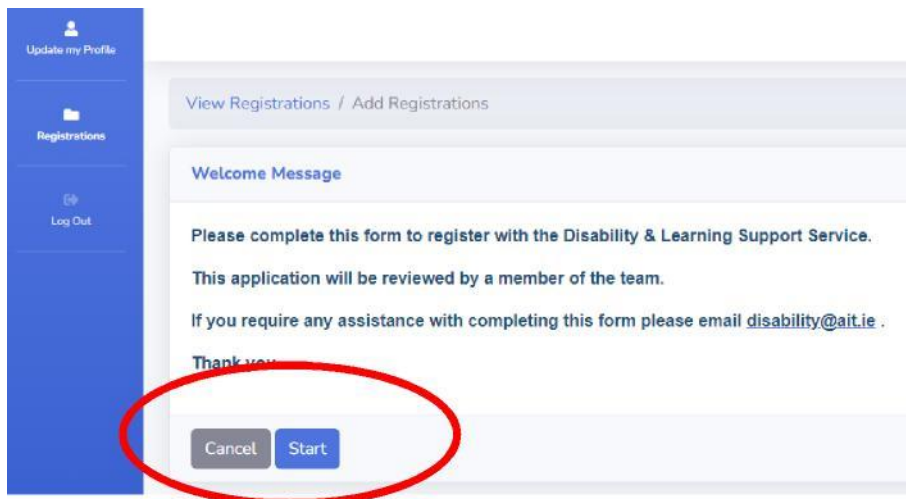
## Step 5

Click on Student Registration Form



## Step 6

Click on **Start**



Update my Profile

Registrations

Log Out

View Registrations / Add Registrations

**Welcome Message**

Please complete this form to register with the Disability & Learning Support Service.

This application will be reviewed by a member of the team.

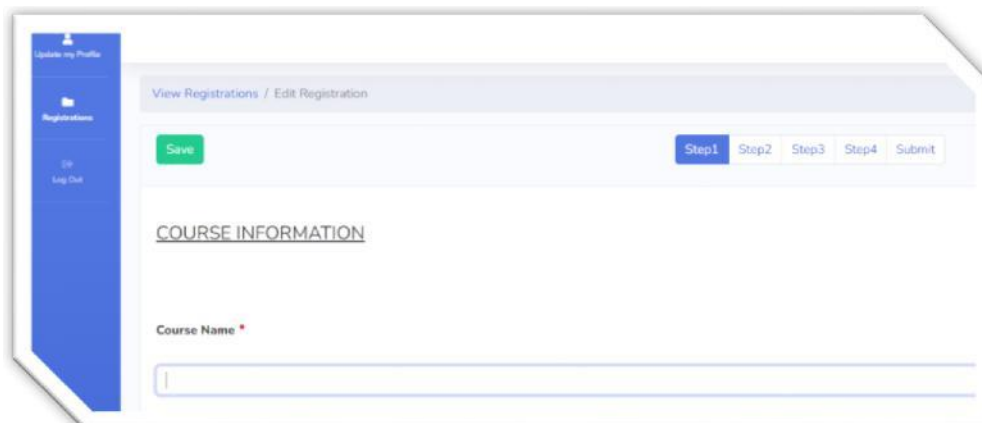
If you require any assistance with completing this form please email [disability@ait.ie](mailto:disability@ait.ie).

Thank you

Cancel Start

## Step 7

Fill in the information and click on **NEXT** at the bottom of the each page



Update my Profile

Registrations

Log Out

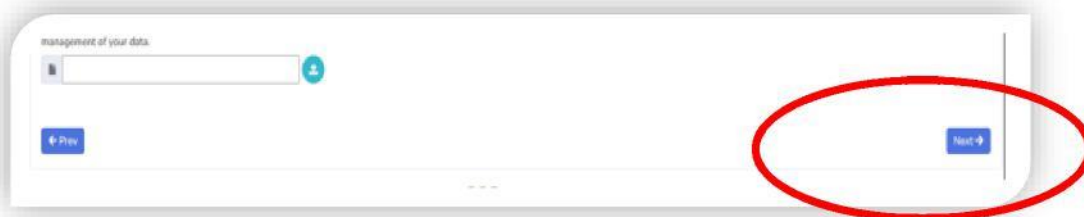
View Registrations / Edit Registration

Save

Step1 Step2 Step3 Step4 Submit

COURSE INFORMATION

Course Name \*



management of your data

Previous Next

## Step 8

Upload your documentation (if required)

**Document Evidence \***  
What form of documentary evidence do you have regarding your disability and the supports you need? Please note that your application for supports cannot be processed until we receive your supporting documents.

Please choose one or more options.

**Upload documentary evidence \***  
Please upload a copy of your documentation below. You can use Microsoft LENS to take pictures of your paper reports and easily upload to this form. Alternatively, you can scan and upload or send us an original word document as a PDF. Please be assured that your data is held on TUS Athlone secure network according to General Data Protection Regulations (GDPR). Please do not hesitate to contact us if you should have any questions about the management of your data.

← Prev Next →

## Step 9

When you have completed each section click **Submit**

View Registrations / Edit Registration

Step1 Step2 Step3 Step4 **Submit** Help

← Prev **Submit**