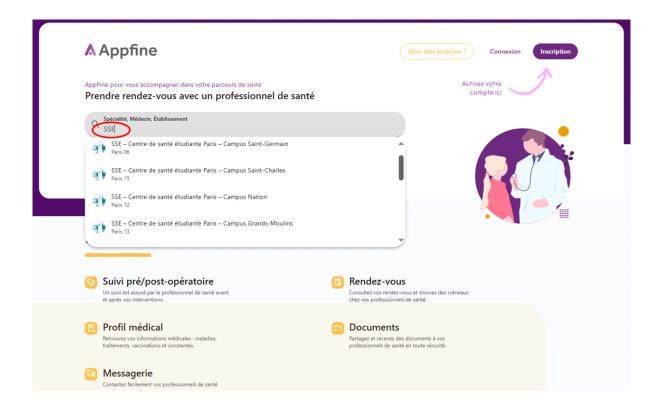
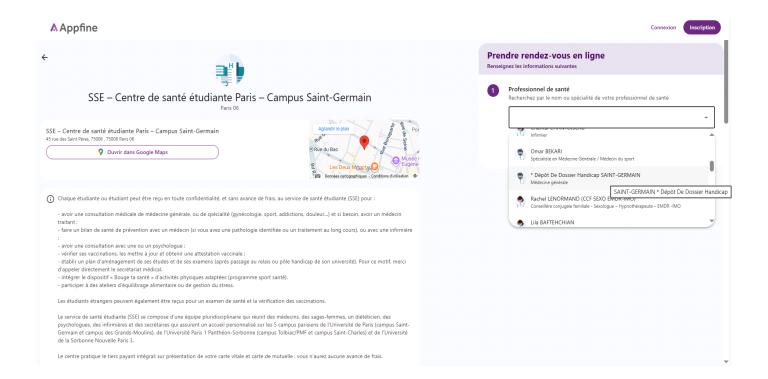
- Please log-in to the Appfine Web site <a href="https://www.appfine.fr">https://www.appfine.fr</a>
- In the search bar, start by typing « SSE »: our 5 sites will appear.
  Choose the site you are affiliated with.



• In the health professionals search bar, please select « \* Dépôt de dossier handicap» (« \* Submission of an application for study accommodat)



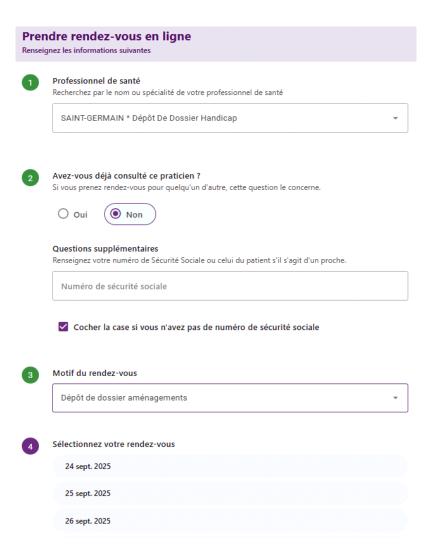
• Fill in the boxes according to your situation.

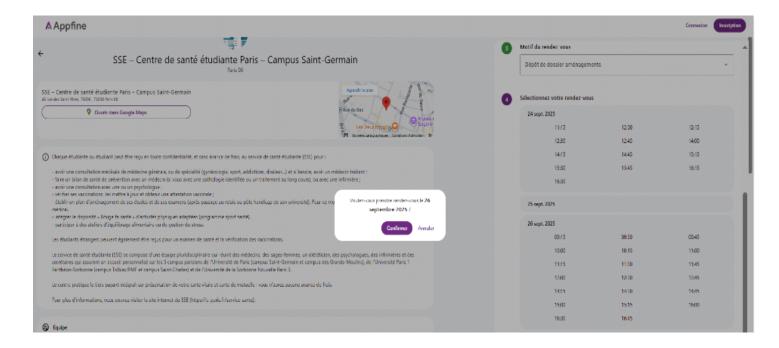
Please select « **Dépôt de dossier aménagements** » (« **Submission of an application for study accommodations** »)

Choose a deadline for the submission (date & time).

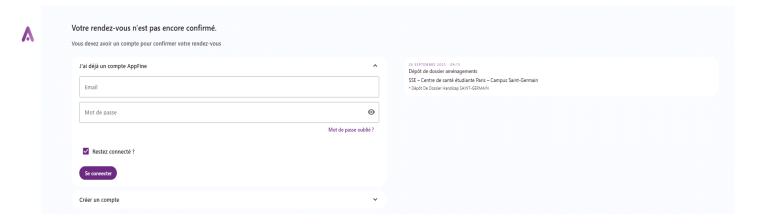
! The documents must IMPERATIVELY be uloaded BEFORE the date and time of the deadline you chose!

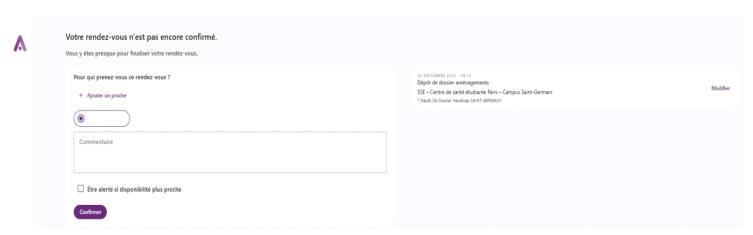
After the deadline, the appointment (slot) will automatically close. You will have to take another appointment, and repeat the entire procedure.

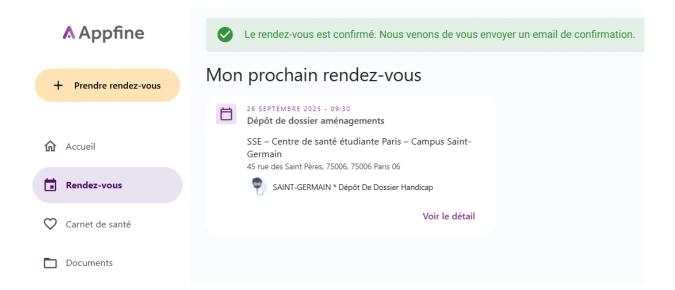




- You will have to log-in
  - If you have an Appfine accout, you can log-in;
  - If you do not have an Appfine account, you have to create a new one (cf paragraph « How to create an Appfine account »)







!!!! You then have to **exit the application**, and wait for the email stating that « *un dossier administratif a été ouvert* » (« *an administrative file has been opened* »).

This can take several minutes.

• After you take a appointment (slot) in Appfine, you will receive **SEVERAL EMAILS**:

! Please check your Junk/Spam folder!

- An email confirming the appointment (slot) (sent from the address ne-pas-repondre@appfine.fr)
- A second email sent from the address xts-office@xtremsante.fr

From: xts-office@xtremsante.fr <xts-office@xtremsante.fr>

Sent: Tuesday, September 2, 2025 4:30:04 PM

To:

Subject: Confirmation de rendez-vous

Bonjour,

Vous avez pris rendez-vous le 10/09/2025 à 09h15 pour une demande d'aménagements.

Pour valider cette demande vous devez déposer votre dossier médical en ligne sur Appfine, ainsi que les pièces qui vous seront demandées (NE PAS VOUS DEPLACER !).

A la réception d'un dossier complet uniquement, un rendez-vous avec le médecin vous sera donné.

Service de Santé Etudiante

## SSE - Service de Santé Etudiant / AppFine - Confirmation de votre RDV



Annuler mon RDV

Accès & informations

- A third email will state that « qu'un nouveau dossier administratif a été ouvert » (« a new administrative file has been opened »)..

This email indicates that you can now upload your documents on the Appfine website for your appointment!

! You have to wait for this very email to be allowed to upload your documents for your appointment; this cannot be done right after you take the appointment!

! You need to exit the application after you take the appointment, and then log-in again after you receive the email!