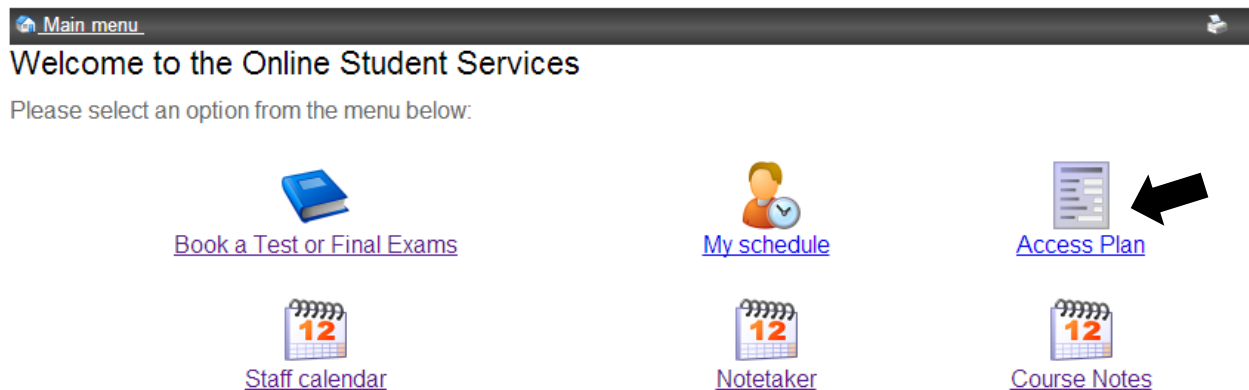


# ACCESS AND SUPPORT CENTRE

## How to View Your Access Plans Online

Use the following instructions and screen shots below to assist you through the process of how to view your access plan information online.

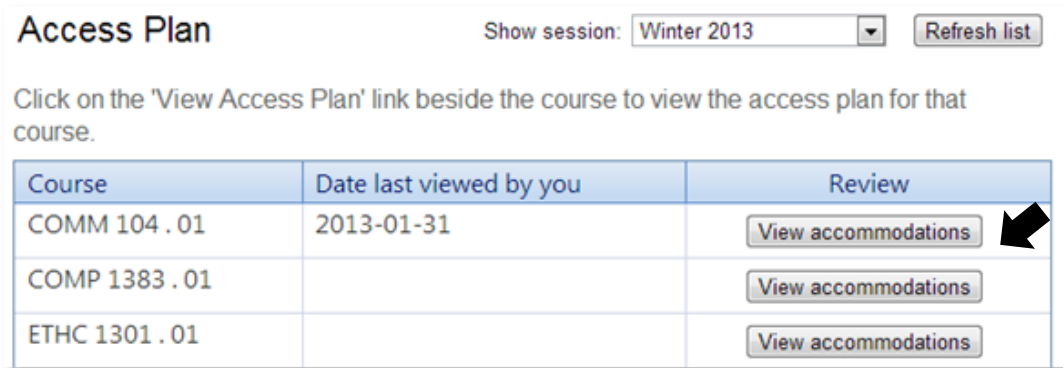
1. Go to the Durham College ASC website : <http://www.durhamcollege.ca/asc>
2. Click on “**click here to view access plan**”
3. Choose Access Plan located on the menu.



4. Enter your student number and network password.

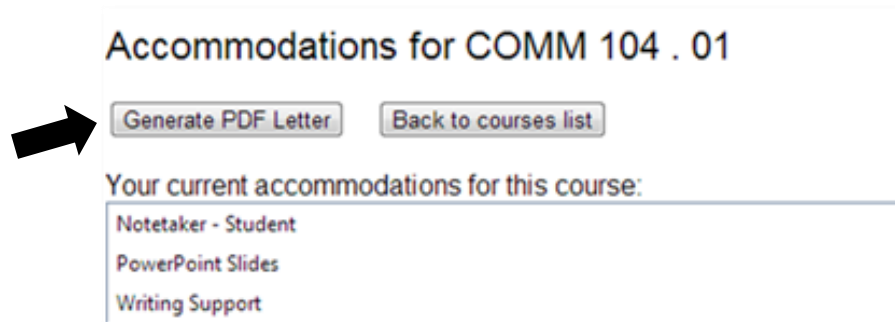
A screenshot of the Durham College Online Student Services Log In page. At the top, there is a dark header bar with a globe icon and the text "Main menu" on the left, and a printer icon on the right. Below the header, the text "Log In" is displayed. A horizontal line separates the header from the login form. Below the line, the text "To access this site you will need to log in with your network user name and password. Please remember to log out when you are done." is displayed. The login form consists of two input fields: "User name:" and "Password:". Below the "Password:" field is a "Log In" button.

5. Select your current “session” (ie Winter 2013) from the drop down box at the top of the screen.



Course	Date last viewed by you	Review
COMM 104 . 01	2013-01-31	<a href="#">View accommodations</a>
COMP 1383 . 01		<a href="#">View accommodations</a>
ETHC 1301 . 01		<a href="#">View accommodations</a>

You should now see your courses running in the session. Press view accommodations for each course listed. Verify that your access requests determined with your ASC staff member are correct. If there is an issue please contact your ASC staff member.



Accommodations for COMM 104 . 01

[Generate PDF Letter](#) [Back to courses list](#)

Your current accommodations for this course:

- Notetaker - Student
- PowerPoint Slides
- Writing Support

6. Click on “Generate PDF Letter”. A letter will pop up on display for your personal use.
7. Save the PDF of your access plan onto your desktop, or a folder on your computer, for your personal reference and use. If you choose to email your access plan to your professors, you can insert or attach the saved PDF to your email message.