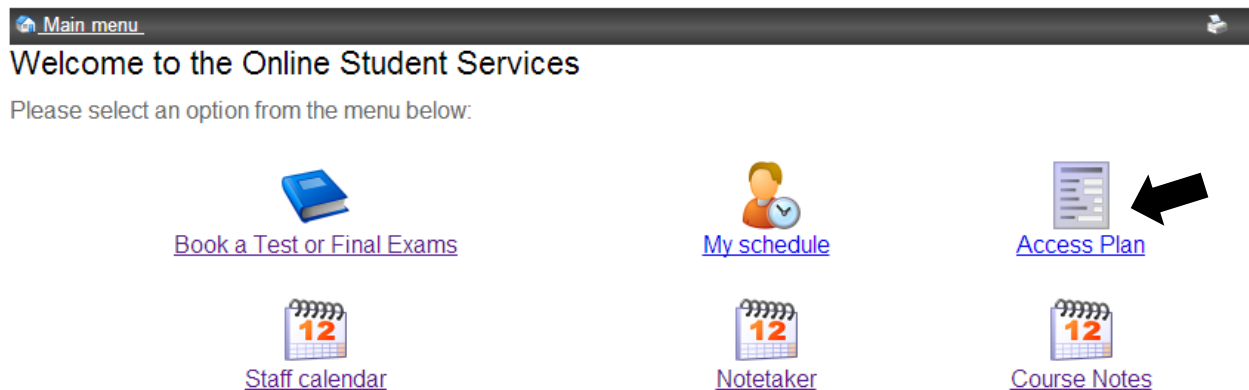# ACCESS AND SUPPORT CENTRE

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.
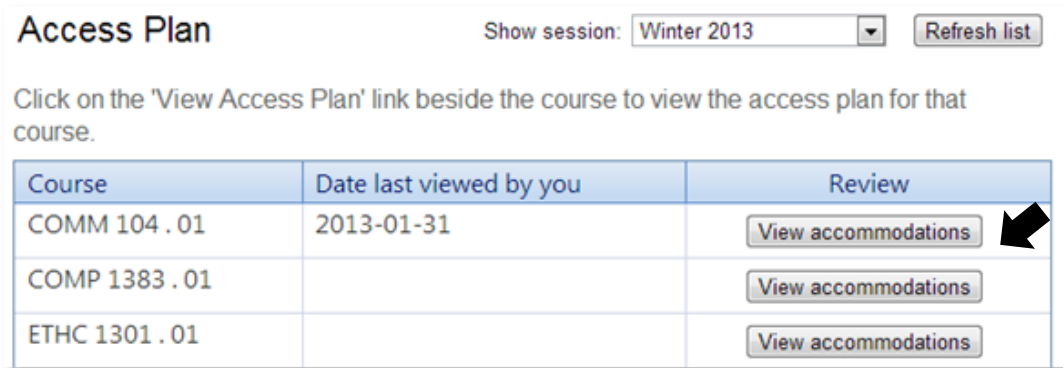
1. Go to the Durham College ASC website : http://www.durhamcollege.ca/asc

2. Click on "**click here to view access plan**"

3. Choose Access Plan located on the menu.
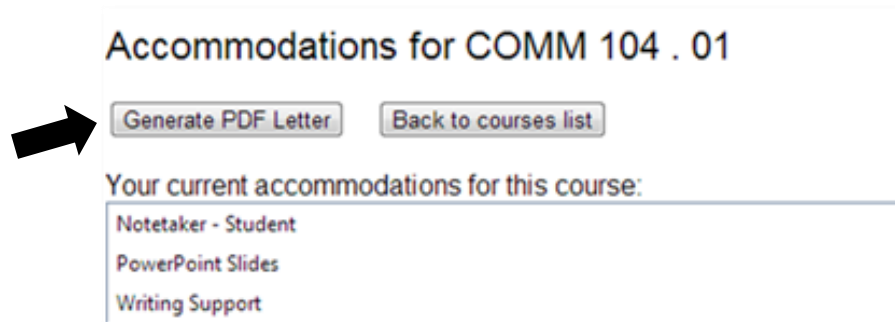

4. Enter your student number and network password.

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

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.

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.