myDRC INSTRUCTOR ACCESS:

How to View Student Accommodation Requests

# WHAT IS myDRC?

**myDRC**-**Instructor Access** is an online portal which instructors may use to view and manage accommodation requests for students enrolled in their classes. This is an optional tool for instructors to use. DRC will also send student accommodation information (Faculty Notification of Accommodations) via your CPP email.

# Quick Links menu First (leftmost) button DRC Online Services login  Second button Apply for DRC Services Third button Apply to be a DRC Notetaker Fourth (rightmost) button is for instructor accessINSTRUCTOR PORTAL LOGIN

1. From the [[DRC website Quick Links](https://www.cpp.edu/drc/index.shtml)](https://www.cpp.edu/drc/index.shtml), click on **myDRC-Instructor Access 🡪**
2. Using your CPP credentials, log into **myDRC**
3. You will first see an important reminder about FERPA and confidentiality
4. Then select:



# VIEWING STUDENT ACCOMMODATION REQUESTS SUMMARY

* From the **Overview** page, you can preview the list of students who have requested accommodations in each of your classes
* To view the student’s detailed accommodation information, select **View**



# VIEWING STUDENT ACCOMMODATION REQUESTS DETAIL

It is IMPORTANT to select **View** to see the specific accommodation details for each student: