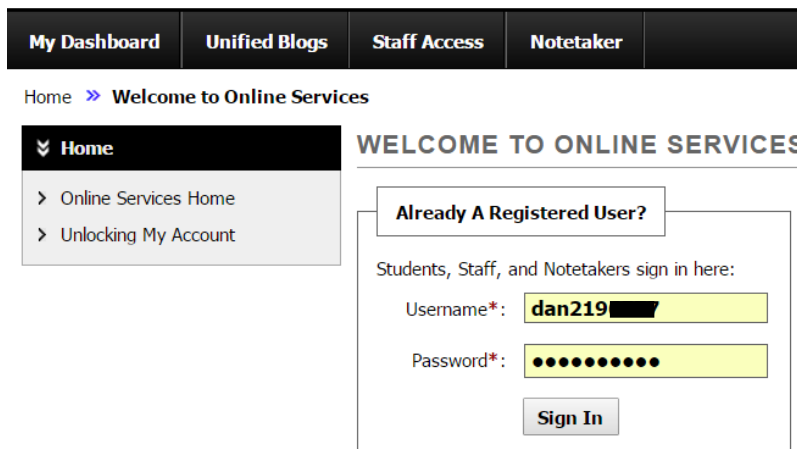


STUDENT SUPPORT and DISABILITY RESOURCES & SERVICES
DEPARTMENT WITHIN STUDENT AFFAIRS
DISABILITY RESOURCES & SERVICES

Getting Started with DRS Connect

- Open any internet browser
- Navigate to cgc.maricopa.edu
- Click on the orange “Quick Links” button
- Select the letter “D”
- Select “Disability Resources and Services”
- Click on the “DRS Connect” tab
- Scroll to the bottom of the page and click on the “DRS Connect” button

You will need your MEID and password, used for all other Maricopa sites, to access DRS Connect. If you encounter difficulties logging into your account, contact our office right away.



The screenshot shows the top navigation bar with links for "My Dashboard", "Unified Blogs", "Staff Access", and "Notetaker". Below the navigation bar is a breadcrumb trail: "Home >> Welcome to Online Services". A sidebar menu on the left includes "Home" (expanded) with sub-items "Online Services Home" and "Unlocking My Account". The main content area is titled "WELCOME TO ONLINE SERVICES" and features a login box for "Already A Registered User?". The login box contains the text "Students, Staff, and Notetakers sign in here:" followed by "Username*" with the value "dan219" and "Password*" with masked characters. A "Sign In" button is located at the bottom of the login box.

Once logged in to DRS Connect you will be taken to the main page known as “My Dashboard”. All important messages and updates are displayed on this page and we recommend that students check it at least once a week throughout the semester.

Step One – Information Releases

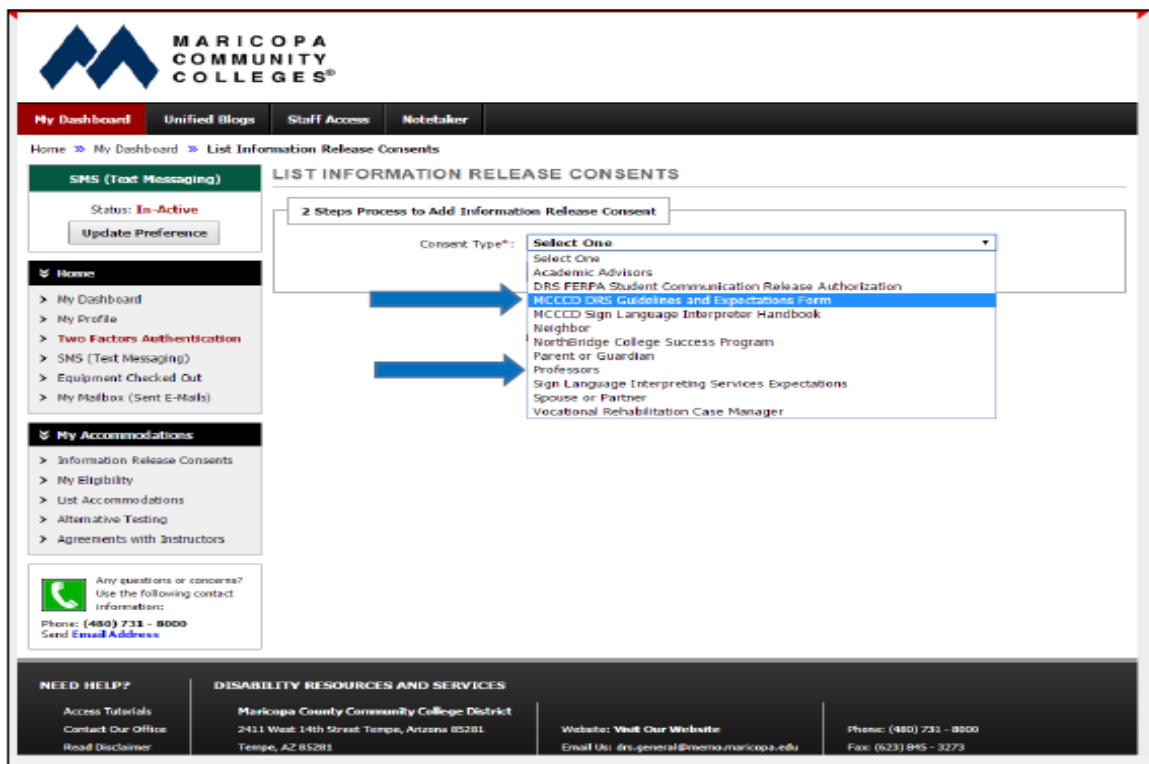
You will need to fill out Information Releases in order to request accommodations (academic adjustments) for your classes.

Navigate to “Information Release Consents” under the “My Accommodations” box on the left hand side of the screen.

The screenshot shows a web application interface. On the left, there is a navigation sidebar with a 'My Accommodations' section. A blue arrow points to the 'Information Release Consents' link within this section. The main content area is titled 'IMPORTANT MESSAGE(S)' and contains a warning icon and text: 'Please read the following message(s) regarding your account:'. Below this, it states 'Your To Do List: No Accommodation Requests Found' and provides contact information for the Maricopa County Community College District Office of Disability Resources and Services. Further down, there is a section titled 'Select Accommodations for Your Class' which includes an 'Important Note' and a list of courses under the heading 'Step 1: Select Class(es)'. The courses listed are: Summer 2016 - FON 241.0005 - PRINCIPLES OF HUMAN NUTRITION (CRN: 10834), Summer 2016 - SLG 101.0002 - AMERICAN SIGN LANGUAGE I (CRN: 10931), Spring 2016 - ARH 100.0002 - INTRODUCTION TO ART (CRN: 13372), and Spring 2016 - CSC 180AA.0002 - COMPUTER LITERACY (CRN: 31380).

There are two releases that every DRS student needs to fill out:

- MCCCDCRS Guidelines and Expectations Form
Select “MCCCDCRS Guidelines and Expectations Form” from the drop down menu and click continue.
Once you have read the form, scroll to the bottom of the page and check the box confirming that you have read and understand the agreement.
Submit the consent using the button at the bottom of the page.
- Professors
Select “Professors” from the drop down menu and click continue.
Type “ALL MCCCDCRS Professors” in the “Full Name” box.
Once you have read the form, scroll to the bottom of the page and check the box confirming that you have read and understand the agreement.
Submit the consent using the button at the bottom of the page.



If you are a student in any of the Education, Early Childhood Education or Secondary Education programs, you will need to fill out an additional release:

- Service Learning Coordinators Edu
Select "Service Learning Coordinators Edu" from the drop down menu and click continue. Type "Carrie Braaten, Alexandra Wendt" in the "Full Name" box. Once you have read the form, scroll to the bottom of the page and check the box confirming that you have read and understand the agreement. Submit the consent using the button at the bottom of the page.

If you have notetaking, you will need to fill out an additional release:

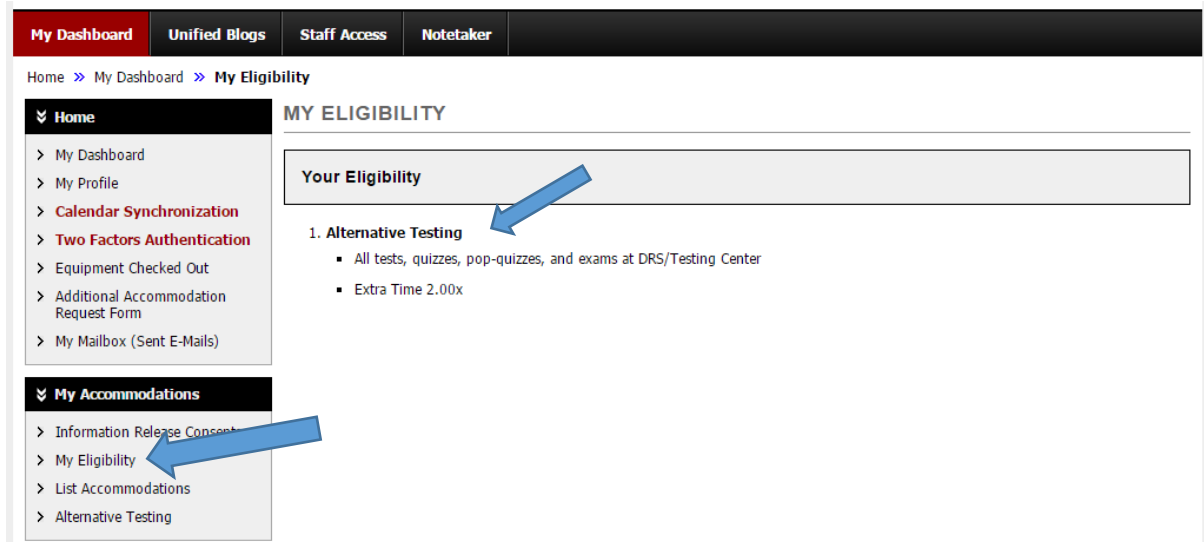
- Note-taker Request Memorandum of Understanding
Select "Note-taker Request Memorandum of Understanding" from the drop down menu and click continue. Once you have read the form, scroll to the bottom of the page and check the box confirming that you have read and understand the agreement. Submit the consent using the button at the bottom of the page.

If there is a parent, spouse, child etc. that you would like us to have permission to communicate with, select the appropriate release from the drop down menu and enter their contact information into the release form. Submit these the same way you did with the others.

All of these releases expire and will need to be done again. You will not be able to request accommodations (academic adjustments) without doing these first. The specific expiration date for each of the releases will be listed in the table on your "Information Release Consents" page.

Step Two – Checking Eligibility

Navigate to “My Eligibility” under the “My Accommodations” box on the left hand side of the screen.



Your specific accommodations (academic adjustments) will depend on your disability and what was discussed during your intake appointment with the DRS Specialist. All of your current approved accommodations (academic adjustments) will be listed on this page.

If you feel that something is missing or otherwise incorrect, please contact our office right away.

If your disability or condition has changed and requires a reevaluation of your accommodations (academic adjustments), please provide us with the updated documentation as soon as possible so that we can discuss a plan to meet and evaluate your current needs.

If everything looks correct, move to Step Three.

Step Three – Requesting Accommodations (Academic Adjustments) for Classes

Navigate to “List Accommodations” under the “My Accommodations” box on the left hand side of the screen.

The screenshot shows a user interface with two main sections. On the left, there are two navigation menus. The top menu, titled "Home", includes links for "My Dashboard", "My Profile", "Equipment Checked Out", "Additional Accommodation Request Form", and "My Mailbox (Sent E-Mails)". The second menu, titled "My Accommodations", includes links for "Information Release Consents", "My Eligibility", "List Accommodations", "Alternative Testing", "Alternative Formats", and "Notetaking Services". A blue arrow points from the "List Accommodations" link to the right. To the right of the navigation menus is a yellow box titled "Important Note" containing four numbered instructions. Below the navigation menus is a box titled "Step 1: Select Class(es)" containing a list of classes with checkboxes next to them. The classes listed are: "Spring 2017 - ART 161.0003 - CERAMICS I (CRN: 21758)", "[Requested] Spring 2017 - COM 225.0020 - PUBLIC SPEAKING (CRN: 21757)", "[Requested] Spring 2017 - ENG 102.0008 - FIRST-YEAR COMPOSITION (CRN: 21331)", and "[Requested] Spring 2017 - PSY 132.0008 - PSYCHOLOGY & CULTURE (CRN: 22976)".

Home

- > My Dashboard
- > My Profile
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resources and Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Spring 2017 - ART 161.0003 - CERAMICS I (CRN: 21758)
- [Requested] Spring 2017 - COM 225.0020 - PUBLIC SPEAKING (CRN: 21757)
- [Requested] Spring 2017 - ENG 102.0008 - FIRST-YEAR COMPOSITION (CRN: 21331)
- [Requested] Spring 2017 - PSY 132.0008 - PSYCHOLOGY & CULTURE (CRN: 22976)

In the box labeled “Step 1: Select Classes” the classes you are currently enrolled in will be listed. If no classes are listed, contact our office right away.

Select the checkbox next to the class(es) you would like to request accommodations (academic adjustments) for. You may select multiple classes at a time.

Click on the “Step 2 – Continue to Customize Your Accommodations” button.

The screenshot shows a user interface with a navigation menu on the left and a main content area. The navigation menu includes links for "My Dashboard", "My Profile", "Two Factors Authentication", "SMS (Text Messaging)", "Equipment checked out", "My Mailbox (Sent E-Mails)", "Information Release Consents", "My Eligibility", "List Accommodations", "Alternative Testing", and "Agreements with Instructors". The main content area is titled "OVERVIEW" and contains an "IMPORTANT MESSAGE(S)" section with a warning icon. The message states: "Please read the following message(s) regarding your account: Year To Do List: No Accommodation Requests Found. You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes. If you have any questions, please contact our office. Maricopa County Community College District, Office of Disability Resources and Services. Glendale 623-846-8080, Chandler Gilbert 480-897-8188, Everett 425-928-8882, Gateway 802-288-8170, Maricopa Skill Center 802-288-4390, Mesa 480-461-7447, Paradise Valley 602-797-7171, Phoenix 602-336-7477, Rio Salado 480-517-0562, Scottsdale 480-423-6217, South Mountain 602-243-6395." Below the message is a "Select Accommodations for Your Class" section. It contains an "Important Note" with four numbered instructions. Below the note is a box titled "Step 1: Select Class(es)" containing a list of classes with checkboxes next to them. The classes listed are: "Summer 2016 - PON 241.0008 - PRINCIPLES OF HUMAN NUTRITION (CRN: 10834)", "Summer 2016 - SLG 101.0002 - AMERICAN SIGN LANGUAGE I (CRN: 10221)", "Spring 2016 - ARH 100.0003 - INTRODUCTION TO ART (CRN: 13373)", and "Spring 2016 - CSC 169AA.0092 - COMPUTER LITERACY (CRN: 31300)". Below the list is an "Agreement to request accommodation language." section with a "Step 2 - Continue to Customize Your Accommodations" button. At the bottom of the page is a "LIST ACCOMMODATIONS FOR SPRING 2016" section with a "Refine Search Results" dropdown menu set to "Search All" and a "Refine Search" button.

My Dashboard | Unified Blogs | Staff Access | Notetaking

Home > My Dashboard > Overview

EMC (Text Messaging)

Status: In-Active

[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > Two Factors Authentication
- > SMS (Text Messaging)
- > Equipment checked out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Agreements with Instructors

Any questions or concerns? Use the following contact information:
Phone: (800) 231-8000
SMS: Email Address

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Year To Do List:**
 - No Accommodation Requests Found**You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.

If you have any questions, please contact our office.
Maricopa County Community College District
Office of Disability Resources and Services
Glendale 623.846.8080
Chandler Gilbert 480.897.8188
Everett 425.928.8882
Gateway 802.288.8170, Maricopa Skill Center 802.288.4390
Mesa 480.461.7447
Paradise Valley 602.797.7171
Phoenix 602.336.7477
Rio Salado 480.517.0562
Scottsdale 480.423.6217
South Mountain 602.243.6395

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resources and Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Summer 2016 - PON 241.0008 - PRINCIPLES OF HUMAN NUTRITION (CRN: 10834)
- Summer 2016 - SLG 101.0002 - AMERICAN SIGN LANGUAGE I (CRN: 10221)
- Spring 2016 - ARH 100.0003 - INTRODUCTION TO ART (CRN: 13373)
- Spring 2016 - CSC 169AA.0092 - COMPUTER LITERACY (CRN: 31300)

Agreement to request accommodation language.

[Step 2 - Continue to Customize Your Accommodations](#)

LIST ACCOMMODATIONS FOR SPRING 2016

Refine Search Results: [Search All](#)

[Refine Search](#)

All of the classes you selected will appear on the next page with all of your approved accommodations (academic adjustments) listed below.

Select the check boxes next to the accommodations (academic adjustments) you would like to receive for each individual class.

My Dashboard Unified Blogs Staff Access Notetaker

Home > My Dashboard > Overview

SMS (Text Messaging)
Status: In-Active
Update Preference

Home
My Dashboard
My Profile
Two Factor Authentication
SMS (Text Messaging)
Equipment Checked Out
My Mailbox (Sent E-Mails)

My Accommodations
Information Release Consents
My Eligibility
List Accommodations
Alternative Testing
Agreements with Instructors

Any questions or concerns? Use the following contact information:
Phone: (480) 231-8006
Send Email Address

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

FON 241.0005 - Principles Of Human Nutrition (CRN: 10534)

Instructor(s): Mary-Angela Mauricio
Days and Time(s): TR at 10:00 AM - 12:00 PM
Date Range(s): 07/05/2016 - 08/04/2016
Location(s): LSA 126 , HYBRID

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for FON 241.0005

Allow for short breaks from classroom Alternative Testing

SLG 101.0002 - American Sign Language I (CRN: 10321)

Instructor(s): Danielle N Murray
Days and Time(s): M-R at 09:10 AM - 12:10 PM
Date Range(s): 05/31/2016 - 06/30/2016
Location(s): LA 103

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for SLG 101.0002

Allow for short breaks from classroom Alternative Testing

Submit Your Accommodation Requests Back to Overview

Questions? Contact Us!
Please contact our office if you have any questions or concern.

Maricopa County Community College District
Office of Disability Resources and Services

Glendale 623-345-3980
Chandler Gilbert 480-257-5166
Estrella 623-515-8563
Gateway 602-296-6170, Maricopa Skill Center 602-238-4399
Mesa 480-461-7447
Paradise Valley 602-767-7171
Phoenix 602-285-7477
Rio Salado 480-517-2562
Scottsdale 480-423-6617
South Mountain 602-243-8395

NEED HELP? | DISABILITY RESOURCES AND SERVICES

Remember that not all accommodations (academic adjustments) will make sense for every class. For example, it would not make sense to select notetaking services for an online class.

If you select the “E-Text” or “PDF” box, a request will automatically be generated for alternative format textbooks for that specific class. If you do not wish to request alternative format textbooks for the class, do not select it.

If you select the “Notetaking Services” box, a request will automatically be generated. Only select this if you wish to request notetaking services for this class.

Once you have finished selecting all of the desired accommodations (academic adjustments) for each class, scroll down and click on the “Submit Your Accommodation Requests” button.

These requests will need to be approved by the DRS Office before they can be implemented.

Once approved, accommodations (academic adjustments) for classes will be sent to your Instructors and the Testing Center via email.

Note Taker Recruitment Letters will be sent out to instructors separately.

Step Four – Confirm Instructors have received FNLs

It is important to confirm that your Instructors have received your FNLs the first week of school.

If you have testing accommodations (academic adjustments), make sure your Instructor has also filled out the testing contract for that class.

It is the student's responsibility to inform the DRS Office if any needs or approved accommodations (academic adjustments) are not being met.

Step Five – During the Semester

Make sure to check your DRS Connect Dashboard and Maricopa email on a weekly basis to make sure everything stays up to date.

If you have testing accommodations for the minimum distraction environment (Private Room) and wish to take your exams in the Testing Center in the Private Room you will need to make a request for each exam in each of your classes through DRS Connect. These requests need to be made at least three days in advance for regular course exams, and a week in advance for final exams. There are separate instructions on how to make these requests.

****It is crucial to seek help as soon as you start experiencing difficulty – do not wait until the end of the semester. Our office (DRS concerns), the Learning Center (tutoring), and Counseling Services (personal, academic, and career concerns) are all here to support you should you need extra assistance.**

Contact Information:

DRS Office:

(480) 857-5188

Pecos campus – BRD 101

Learning Center:

(480) 732-7231

Pecos campus – Library, 2nd floor

Williams campus – BRID 114 & 115

Counseling Services:

(480) 732-7158

Pecos campus – BRD 101

Williams campus – Bluford Hall



The Maricopa County Community College District is an EEO/AA institution.