Hi everybody this is a How-To video on requesting

shared notes. Shared notes is an accommodation

approved through the Disability Services office.

It is also referred to as a note taking services

on MyDS. MyDS is the name of our online

portal. When students have an approved

accommodation or accommodations they will have access

to the online portal. This is what the page looks

like when you want to log in. You want to use your

Seattle University credentials. When you click

sign in the page will bring you to My Dashboard which

will look something like this. Look for: Select

Accommodations for Your Class. Then down the page

you'll see Step 1: Select Class(es). Now for the purpose

of this video, we're going to click on the general

chemistry class. Scroll down. Click on Step 2 - to

Continue to Customize Your Accommodations. Here

you can view all the all of the accommodations that

you've been approved for. And for this

demonstration I'm going to click Note taking

services. You are also free to click the other

accommodations as you wish. When you click the

Submit Your Accommodations Request button it will

also create an accommodation letter that will be

sent to your professor on the first day of class.

And that is how you make a request for shared

notes. Thanks for watching.