

# DRC Contact Sheet

**This form will allow the DRC to speak with individuals you indicate about your disability.**

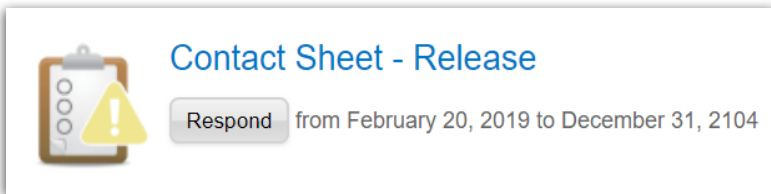
1. Go to **www.slcc.edu** and log into “My SLCC”
2. Click “Academics & Records” at the top
3. Click “Accommodate Login” under the Disability Resource section

## **Once logged in:**

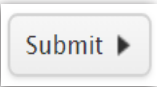
4. Select the Survey tab at the top of the page

A blue rectangular button with the word "Surveys" in white text.

5. Under the Contact Sheet - Release survey, select “Respond”

A screenshot of a survey card. On the left is an icon of a clipboard with a checklist and a yellow warning triangle. To the right of the icon, the text "Contact Sheet - Release" is displayed in blue. Below this text is a grey button labeled "Respond" followed by the text "from February 20, 2019 to December 31, 2104".

6. Fill out the information for anyone you would like us to be able to speak to about your disability. Put your name in the Electronic Signature field, and select “Submit”

A grey rectangular button with the word "Submit" in black text and a small black right-pointing triangle to its right.

Contacts may be added or edited at any time.