Instruction Guide: How to Access My Notes on MySSD

Please follow this how to guide for instructions on accessing your peer notes:

- 1. Click the following link: <u>http://elbert.accessiblelearning.com/Colum</u>
- 2. Log into your MySSD account:
- 3. Sign into your "MyColumbia" account by entering your Columbia College Chicago email address (ID#@colum.edu

| X | Hicrosoft | |
|----------------------|----------------------------|-------------------|
| | Sign in | 20 million (1997) |
| <u>u</u> | someone@example.com | |
| | Can't access your account? | |
| 1 | Sign-in options | |
| No. A Charles of the | | Next |
| | | |

4. On the following screen (Pictured Below) enter your Columbia email (ID#@colum.edu



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5. You will be taken to the screen below. Click "Notetaking Services".



6. Click "Available Note(s) for Download (Click to Expand):

| My Dashboard | | | |
|---|---|---|-----------|
| Home » My Dashboard » Notet | taking Services | | |
| Login as User Feature | NOTETAKING SERVICE | S | |
| Back to My Profile SMS (Text Hessaging) Status: OFF Update Preference | RE AF | EMEMBER TO SCAN FILE WITH A TER DOWNLOADING what Notice: We recommend that you use AntiVirus to scan your do our application. If you find file that is infected with virus, please conta | ANTIVIRUS |
| V Home | Previous Term | Term: Fall 2020 | Next.Term |
| My Profile Request for Appointment | CINE 140.03 - Script Analysis Fo | | |
| SMS (Text Messaging) Request to Modify Your Accommodation | List of Notetaker(s): • Name: Confidential - Contact Available Motor(d) | | |
| My Mailbox (Ser | Available motels | (In Common Citra to Expand) | |
| Hy Accommodations My Eligibility List Accommodations Notetaking Services My Eligibility | CINE 142.06 - Idea Developmen Please Confirm Your Notetaking Please use the following link to confi | nt For Clinema g Services Request firm that you will need Notetaking Services for your course: <u>Confirm</u> | Now |

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7. Click "Download Note". The note should then download to your computer or appear in a new tab.



****If you are unable to download your notes, please contact the SSD office: <u>ssd@colum.edu</u> OR 312-369-8296.

Guide complete!