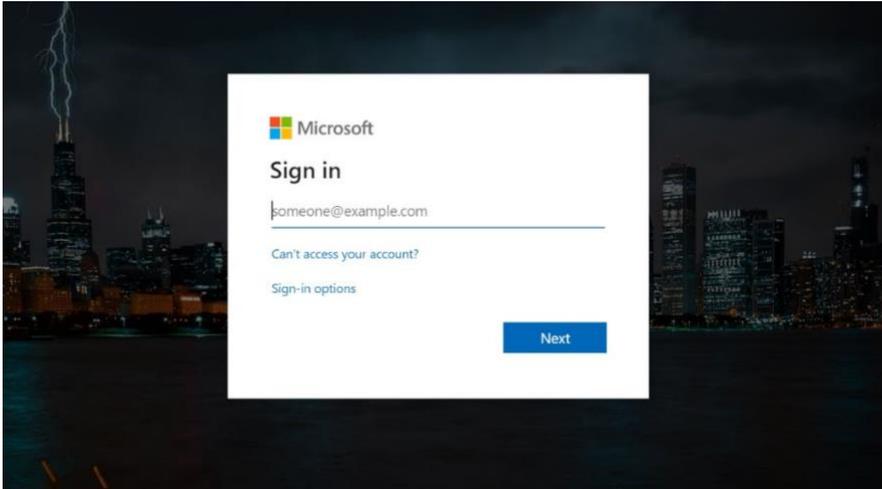


Instruction Guide: How to Access My Notes on MySSD

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

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

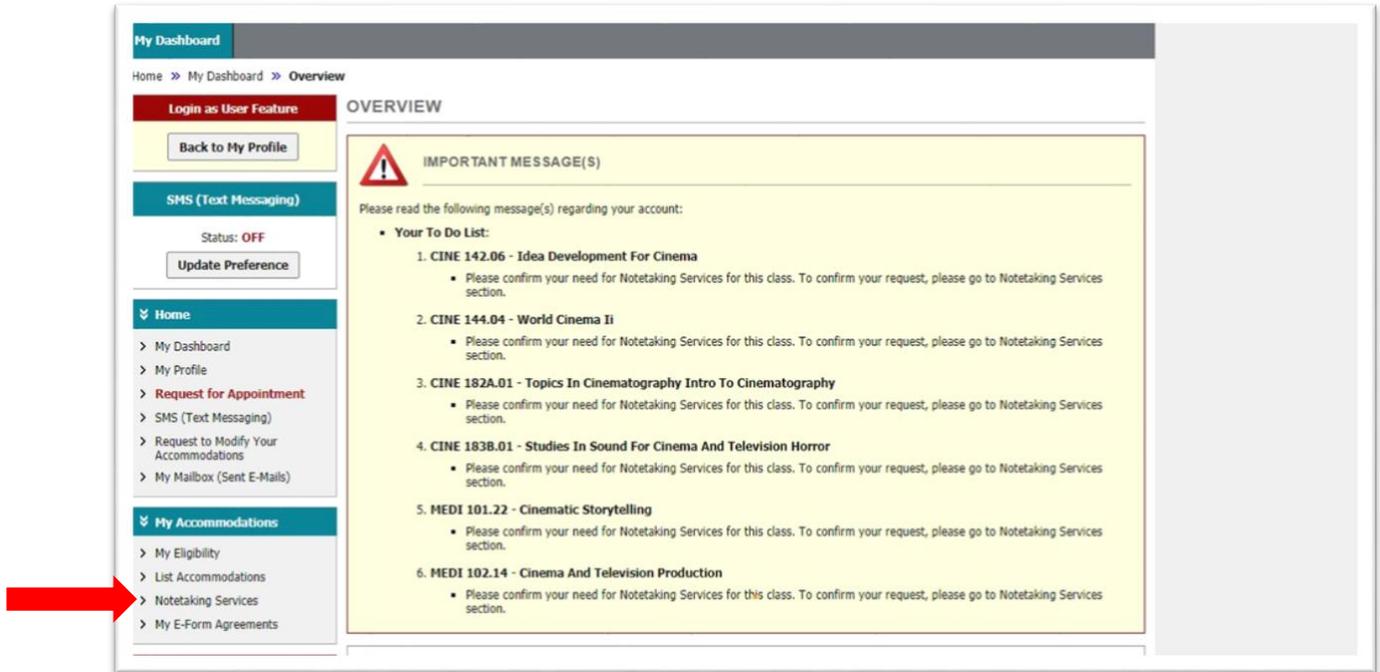


4. On the following screen (Pictured Below) enter your Columbia email (ID#@colum.edu)

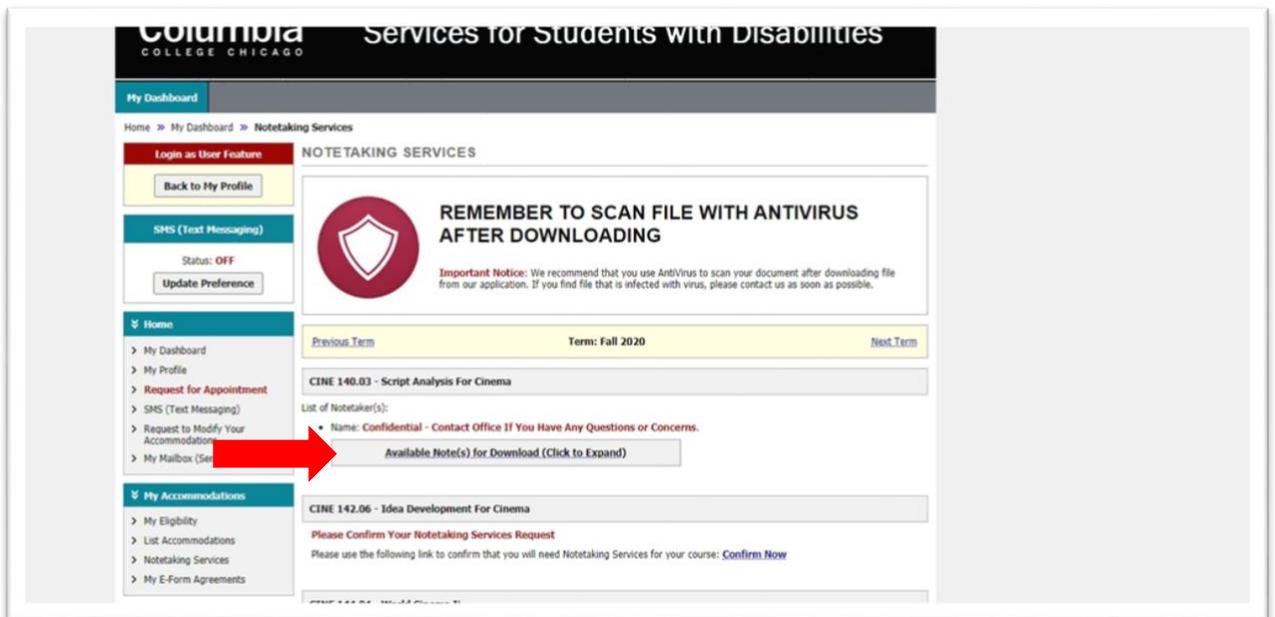


(guide continues below)

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

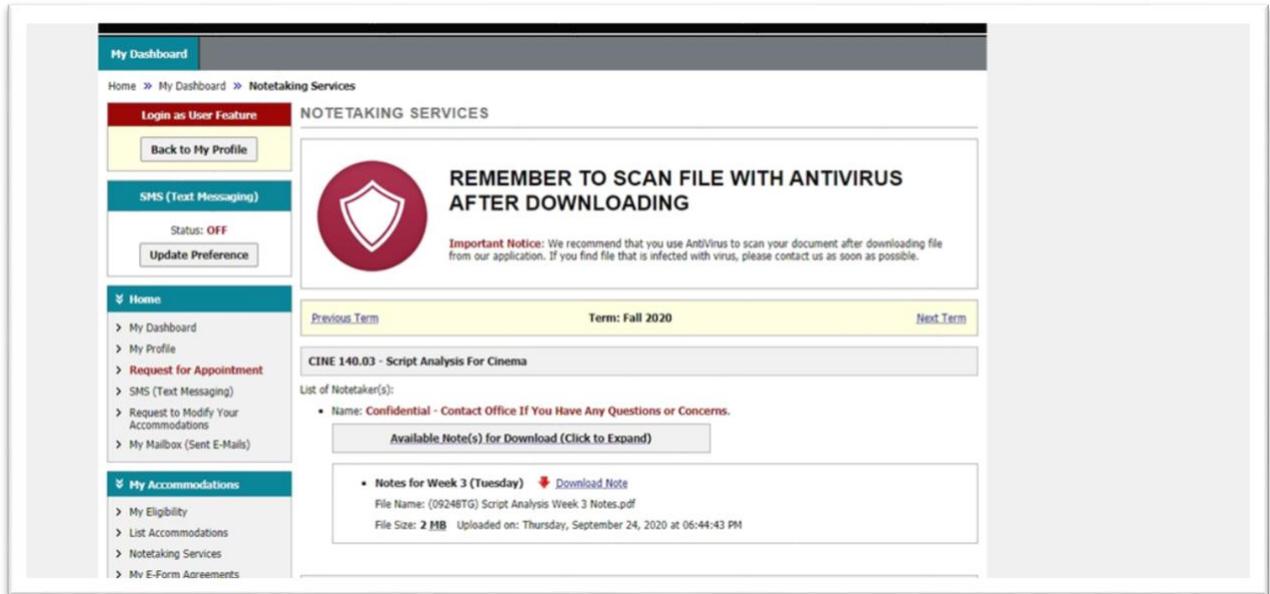


6. Click “Available Note(s) for Download (Click to Expand):”



(guide continues below)

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: ssd@colum.edu OR 312-369-8296.

Guide complete!