



Disability Accommodation and Support Services

Messenger Pigeon (MP) Next Steps

Each semester it is your responsibility to request and follow the steps listed below for your approved note-taking accommodation.

What's Next:	What You Need to Do:
1). You have been approved by your DASS counselor for MP accommodations.	<input type="checkbox"/> Request MP through your DASS Online Portal.
2). DASS Staff will create an MP account for you after you've requested MP services.	<input type="checkbox"/> Check your MYCI email for your MP account login information.
3). You will create a password for MP before the link expires in 72 hours.	<input type="checkbox"/> Download the MP application on your computer or phone.
4). You can check out a recording device from DASS or use a personal recording device.	<input type="checkbox"/> Record your course lectures and upload recordings to your MP account.
5). MP will assign a professional note-taker to review and summarize your recordings.	<input type="checkbox"/> Upload other supplemental documents (such as PowerPoints) that align with your submitted recordings.
6). You will receive a notification email that your MP notes and transcripts are ready for download within 24-48 hours after the first upload. <i>Notes are not processed over the weekends and/or holidays.</i>	<input type="checkbox"/> Access, download, and review digital notes provided by MP.
7). If you believe that MP is not effective for your classes, Contact DASS to meet with the DASS Note-Taking Assistant.	<input type="checkbox"/> Virtually meet with the DASS Note-Taking Assistant to determine which note-taking accommodation is reasonable for your course.

