

# DRS CONNECT: Information Release Consents

Releases need to be completed before INFs are emailed to faculty.

Log onto DRS CONNECT

Click Information Release Consent

The screenshot shows the DRS CONNECT interface. On the left is a navigation menu with sections: 'Home' (My Dashboard, My Profile, Two Factors Authentication, SMS (Text Messaging), Equipment Checked Out, My Mailbox) and 'My Accommodations' (Information Release Consents, My Eligibility, List Accommodations, Alternative Testing, Agreements with Instructors). A blue arrow points to 'Information Release Consents'. Below the menu is a contact information box for questions. The main content area features a yellow 'IMPORTANT MESSAGE(S)' box with a warning icon. The message states: 'Your To Do List: No Accommodation Requests Found. You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.' Below this is a 'Select Accommodations for Your Class' section and an 'Important Note' with three points regarding course display and selection.

Click the drop down menu and Complete (2) Releases:

**MCCCD DRS Guidelines Release:** read content and click **Submit**

**Professors Release:** In the name area type **ALL MCCCD Professors** and click **Submit**

Other Releases are optional.

These releases are good for a year unless extended.

The screenshot shows the 'LIST INFORMATION RELEASE CONSENTS' page. At the top is the Maricopa Community Colleges logo and navigation tabs: 'My Dashboard', 'Unified Blogs', 'Staff Access', and 'Notetaker'. The breadcrumb trail is 'Home > My Dashboard > List Information Release Consents'. The page title is 'LIST INFORMATION RELEASE CONSENTS'. A '2 Steps Process to Add Information Release Consent' box is visible. A dropdown menu for 'Consent Type\*' is open, showing options: 'Select One', 'Academic Advisors', 'DRS FERPA Student Communication Release Authorization', 'MCCCD DRS Guidelines and Expectations Form' (highlighted with a blue arrow), 'MCCCD Sign Language Interpreter Handbook', 'Neighbor', 'NorthBridge College Success Program', 'Parent or Guardian', 'Professors', 'Sign Language Interpreting Services Expectations', 'Spouse or Partner', and 'Vocational Rehabilitation Case Manager'. A second blue arrow points to the 'Professors' option. The left sidebar is identical to the first screenshot. The footer contains contact information for 'NEED HELP?' and 'DISABILITY RESOURCES AND SERVICES'.