



# Trinity disAbility Service

## Accessing Your LENS

### How to Access and Manage Your Learning Educational Needs Summary (LENS)



#### Viewing Your LENS Document

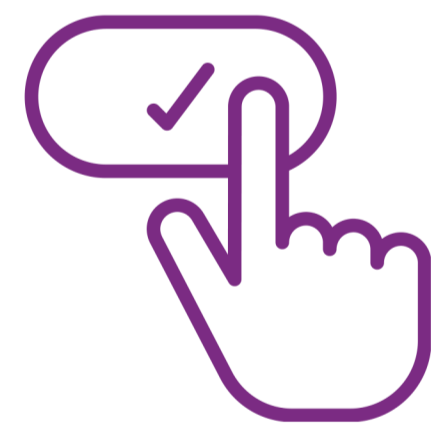
##### 1. Login to my.tcd.ie portal

- Visit [my.tcd.ie](https://my.tcd.ie)
- Enter your credentials and log in.



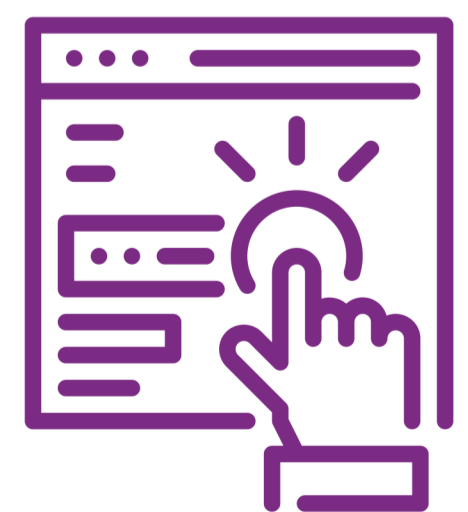
##### 2. Navigate to My Disability Service

- Select “My Disability Service” from the top navigation menu.



##### 3. View LENS Document

- Click on “View my Learning Education Needs Support (LENS) document.”
- Access your LENS document





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### Next Steps After Viewing:

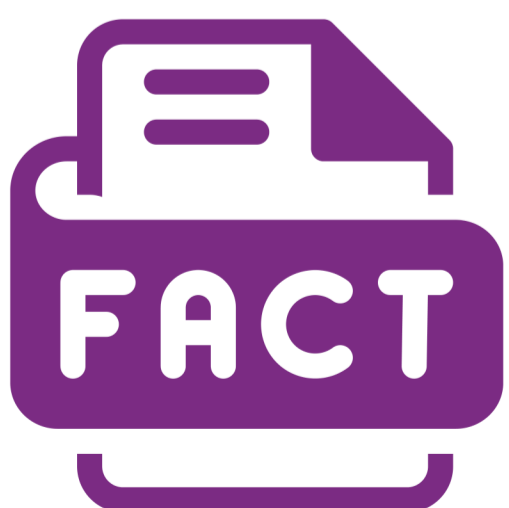
#### 1. Check In-Tray Messages

- Look for messages from the Disability Officer.
- If not visible, click “All In-Tray Messages”.



#### 2. Approve Your LENS Report

- Read the report and click “Continue” at the bottom.
- Approve by clicking the “Approve/Confirm” button.



Learning Educational Needs Summary (LENS) document, created by Disability Service staff, outlines the recommended supports for you.



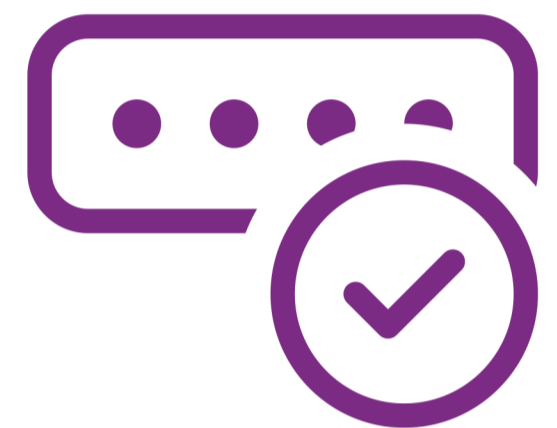
# Trinity disAbility Service

## Accessing Your LENS

### Downloading and Sharing Your LENS Report:

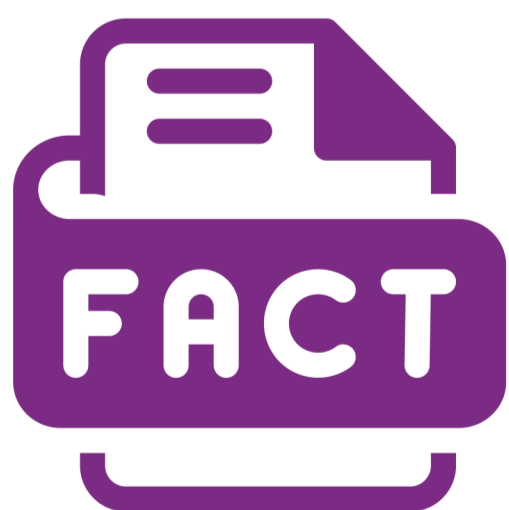
#### 1. Access LENS Document

- Follow the same steps to view the LENS document.



#### 2. Download/Email Report:

- Chose to view the document as a PDF or email it to your TCD inbox.
- Save or print as needed.



You can download and share your LENS document directly from the my.tcd.ie portal. The document is available as a PDF, which you can email to your TCD inbox or save locally for printing.



# Trinity disAbility Service

## Accessing Your LENS

### Accessing Uploaded Disability Documents:

#### 1. Login to my.tcd.ie portal:

- Visit [my.tcd.ie](https://my.tcd.ie)
- Enter your credentials and log in.



#### 2. Navigate to My Disability Service:

- Select “My Disability Service” from the top navigation menu.



#### 3. View Uploaded Documents:

- Click on “My Disability Uploaded Documents”.
- Access, view, and download your documents as required.



For further assistance, email the disAbility Service [askds@tcd.ie](mailto:askds@tcd.ie) or scan the QR code.

