



# Trinity disAbility Service

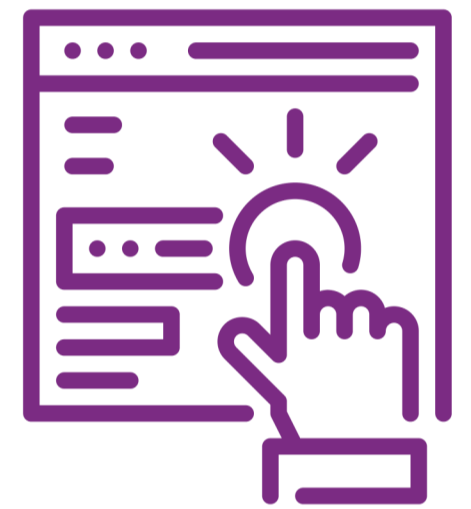
## LENS Report

# Module Coordinator Guide for LENS Reports



### Accessing LENS Reports:

1. Log in to my.tcd.ie
  - Click on the 'Disability Service' link.
  - View assigned students.



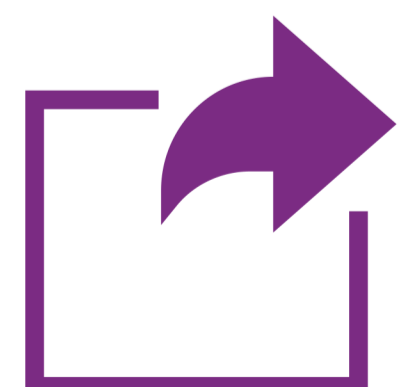
### Viewing Individual LENS Reports:

1. Log in to my.tcd.ie
  - Click on the 'Disability Service' on the toolbar.
  - Select 'View' under the student's name.



### Exporting Data:

1. Log in to my.tcd.ie
  - Click 'Disability Service'.
  - Click 'Export Data for a full set of students in Excel.'



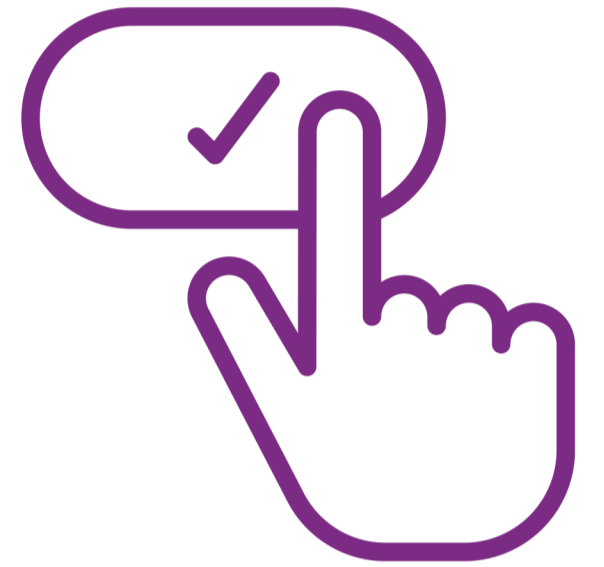


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## LENS Report

### Accessing Reasonable Accommodations:

1. Log in to my.tcd.ie
  - Click 'Disability Service'.
  - Click 'Export Accommodations'.
  - Select the relevant area from the LENS report.



### Granting Read Access to colleagues:

1. Log in to SITS
  - Click 'Disability Service'.
  - Assign read access via the 'assign link' and add the staff member's TCD number.



### For Non-TCD Staff:

1. Download the student list to Excel.
2. Share via TCD OneDrive



### Additional Resources:

- [GDPR Recommendations](#)
- [Guidance on Accessing LENS](#)