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](http://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
Trinity disAbility Service
Accessing Your LENS

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.
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Accessing Your LENS

Accessing Uploaded Disability Documents:

1. **Login to my.tcd.ie portal:**
   - Visit [my.tcd.ie](http://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.