LONE STAR COLLEGE

Disability Services Office

FACT SHEET: Virtual Disability Assistance Center (VDAC)

First virtual stop. VDAC is the Lone Star College cloud-based software hosting a secure location that will process and hold disability services requests and records for all students with disabilities at all LSC campuses.

All students can make accommodation requests using VDAC. You may be an incoming college student with a disability, or a Dual Credit student who needs coordinated accommodations. You may be planning to take an accommodated TSI or you may be a returning LCS student. VDAC is the first virtual stop at all campuses for all students requesting accommodations.

Visit us: www.lonestar.edu/requesting-accommodations

STUDENTS

Services Available to Students Include:

- Request classroom and testing accommodations for students with disabilities.
- Upload disability support documentation.
- Make appointments with the Disability Services Providers.
- Renew or change accommodations.
- Access your own disability service records.
- Communicate with your DS Provider.
- Retrieve and print student disability services records.

Student or Staff
Sign In

How to Log-In to VDAC:

1. Begin at the Lone Star College Disability Services web page to view all LSC Disability Service information: www.lonestar.edu/disability-services
2. Select "**New and Returning Students**" to arrive at the Requesting Accommodations web page: www.lonestar.edu/requesting-accommodations
3. **New Student Instructions** are at the top of the page.
4. Scroll down the page to view instructions to log into VDAC for **returning students**.
5. Your Disability Services Provider will respond by email to your Lone Star College e-mail account (your.username@my.lonestar.edu email account).

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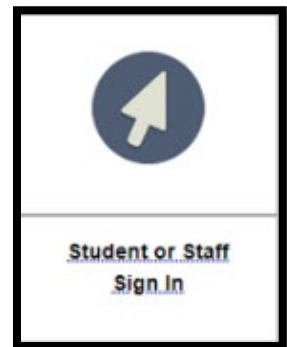
INSTRUCTORS

VDAC allows students to request only the approved accommodations they need (these are called Eligibilities in VDAC) and to make those requests for only the classes where they plan to use the approved accommodations.

The secure faculty portal to VDAC becomes available to you <u>only when</u> you have students enrolled in your classes who are utilizing approved accommodations in your classroom.

Services Available to Instructors in VDAC

- Communicate directly with student's utilizing accommodations in your classroom.

- Communicate directly with your student's Disability Services (DS) Provider.

- VDAC alerts of you student's using accommodations and shares *Faculty Notifications* offering additional guidance on how to implement specific accommodations.

- Run reports.

- Request **Interpreting and Transcribing Services** (including Real-time Captionist Services) through VDAC for classes and other LSC events.

Request Sign Language Interpreters and Real Time Captioners

How Instructors Log-In:

1. Begin at the Lone Star College Disability Services web page to view all LSC Disability Service information: www.lonestar.edu/disability-services

2. Select the tile, "Faculty and Staff Resources" to visit the web page for Faculty and Staff: http://www.lonestar.edu/27406

3. Information about VDAC is noted at the top of this web page. To log into VDAC, click on this link:
   Faculty Access to Student Accommodations through VDAC

4. NOTE: The secure VDAC faculty portal becomes available to you <u>only</u> when you have students enrolled in your classes who are utilizing approved accommodations in your classroom.

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INTERPRETING AND TRANSCRIBING SERVICES

How do I request an interpreter for an in-person class or event?

1. Begin at the Lone Star College Disability Services web page to view all LSC Disability Service information: www.lonestar.edu/disability-services

2. If you have a Lone Star email, select the tile, "Interpreting and Transcribing Services" to request interpreting and real time captioning: www.lonestar.edu/interpreter-transcription-request

3. If you are a Guest (i.e., you do not have a valid Lone Star College ID Number) you may request an interpreter or transcriber/captionist via VDAC Guest Link. You may also send an email to: SO-Interpreting.Services@Lonestar.edu

   Note: Community members and Guests are required to provide a valid e-mail address to create each new request. Your first step will be to provide a valid e-mail address. Once that is entered, you will move forward in VDAC to complete a request form.

QUESTIONS?
VDAC Contact Information:

LSC-VDAC@LoneStar.edu
LSC - VDAC
281.290 2850

General Information Inquiries for Disability Services

SO-DSO@LoneStar.edu
281.290.3676

Direct Assistance from LSC Staff:

Executive Director of Disability Services at System Office
Kristin Malloy, Ed.D.
Kristin.A.Malloy@lonestar.edu