How to Upload an Accommodations Document
Step 1

Visit http://virtualsc.org
Step 2

Choose the Dashboard Login button
Step 3

Enter your username and password to select Sign Me In
Step 4

Click on the **Reports** tab in the blue taskbar.
Step 5

Scroll to the Enrollments block

Click on Course Requests
Step 6

Status filter: Approved

Click Get Data
Step 7

Identify any students with an accommodation checked in the Accommodations column.
Step 8

Click the linked **YES** in the **Accommodation Upload** column.
Step 9

You will be directed to the student’s file upload section. Click the linked Upload New File.
Step 10

In the dialog box, choose the appropriate file for the student’s accommodations, and click **Upload**.
Step 11

Click the Back Arrow on your browser to return to your list.
Congratulations!

You have completed the steps required to upload an accommodation document for your student!

Please feel free to contact the VirtualSC School Counselor for any additional assistance with student accommodations at 803-734-0016.