How to Upload or Update an Accommodations Document

(Please use this tutorial if you have already approved the student’s course, but need to update the Accommodation)
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 **Students** tab in the blue taskbar.
Step 5

Search for the student’s name and select the student by clicking on their name.
Step 6

Under the Main Information block on the left, choose Edit Information.
Step 7

Scroll towards the bottom where it shows the Additional Information block.
Step 8

Next to the Section 504, IEP or ELL click on the dropbox and select YES, then hit Save.
Step 9

Go back to the Main Information block and Select External Files where you will be able to Upload New File
Step 10

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

You have completed the steps required to upload or update an accommodations document for your student!

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