

**Registering in My Profile**

* Students/Employees must log into “My Profile” at  [myprofile.rcpd.msu.edu](http://www.myprofile.rcpd.msu.edu)
* From the My Profile homepage, students/employees will use the links at the top left of the screen to navigate. In order to self-identify and begin the process of requesting accommodations:
	+ Students will select or click “*Request to meet a Specialist*”
	+ Employees will select or click “*Faculty/Staff Options*” and then “*Disability/Reasonable Accommodations Policy*”
* Students will be sent directly to “*Request for Contact: Student Disability Self-Identification*” which is an online form. Employees will be able to access the form after reading the policy and advancing past the information page.
* Once the student/employee has arrived at the online form, the student/employee will need to carefully fill in their information and verify anything that was automatically entered is accurate.
* The student/employee will also need to check the appropriate boxes near disability conditions that apply to them; this is where the student/employee will identify their disability.
* After filling out all the information, the student/employee can select or click the “Submit My Info and Request a Contact” button at the bottom of the page.

**Next Steps After Self-Identification**

* At this point in the registering process, the student/employee waits for an email (to their MSU account) from the specialist applicable to their request. When that email comes, it will explain which documentation is needed and where to mail or fax it.
* Most importantly, it will ask them to return to “My Profile” and submit a “Release of Information Form” (This is also a good time for students to update their contact information).
* After logging into My Profile, the student/employee should select, “Release of Information Form” from the left side column
* The “Release of Information Form” will appear on the screen and the student/employee will be prompted to agree to its terms and submit it electronically with the button at the bottom of the page.
* This is a great time for students/employees to verify their contact information is up to date as well. The contact information screen appears after clicking “My Contact Info” on the left side column.
* Lastly, the student/employee should always log out after each visit to “My Profile”. The logout button is in the menu bar on the left side column.