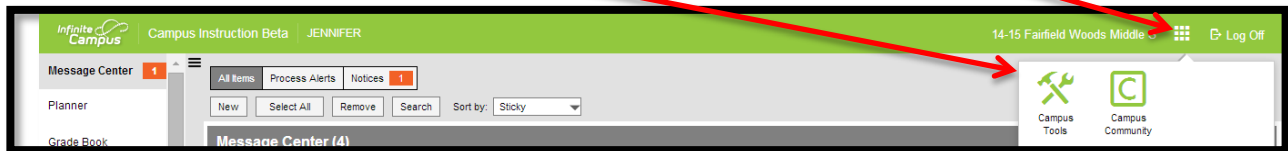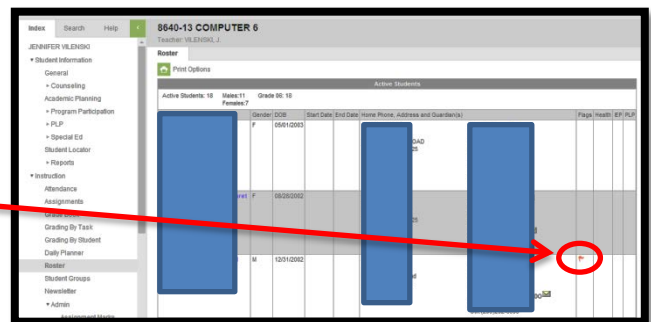# Infinite Campus
How to find 504s for students in your class

1. Login to Infinite Campus (IC)
2. If you've been using the Instruction Beta you will need to switch out to Campus Tools (the original IC menu)
3. To go back to CAMPUS TOOLS view:
   a. select the app switcher icon in the top right corner
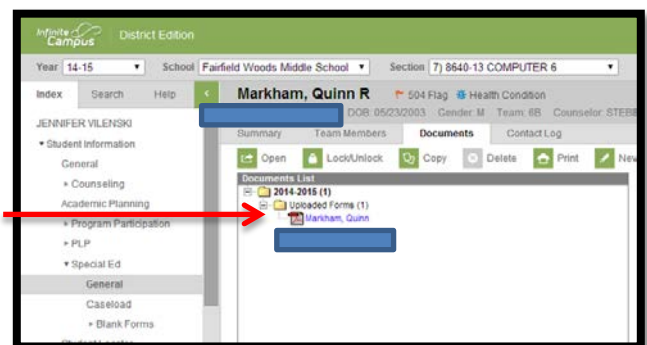   b. select **Campus Tools**

4. Select your class from the top menu
5. From the left side navigation menu, select **Instruction > Roster**
6. Any students that have a 504 plan will have a flag

7. Click on the student's name (in blue) from the roster list and his/her information page will appear

8. From the left side navigation menu, under STUDENT INFORMATION, select **Special Ed** > **General**
9. Select the **Documents** tab and you'll see another box appear on the screen (as shown at right)
10. From that box, select the + sign next to the **Uploaded Forms** folder, then click on the PDF file that is in that folder

11. Scroll down below that box and click on the URL link for the PDF. The PDF will then download on your computer.
12. Open up the PDF and scroll to the page that has the **Section 504 Accommodation Plan** to see what accommodations you'll need to make for that student.

13. If desired, you can right click on the file to print it or save it as a PDF in your H drive