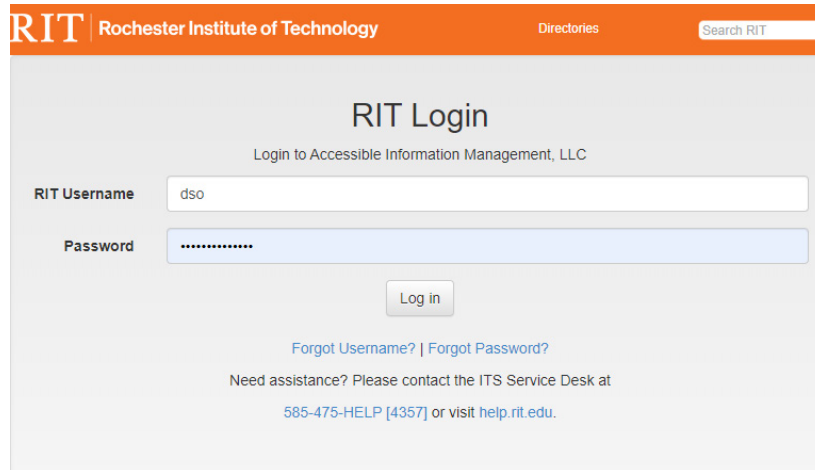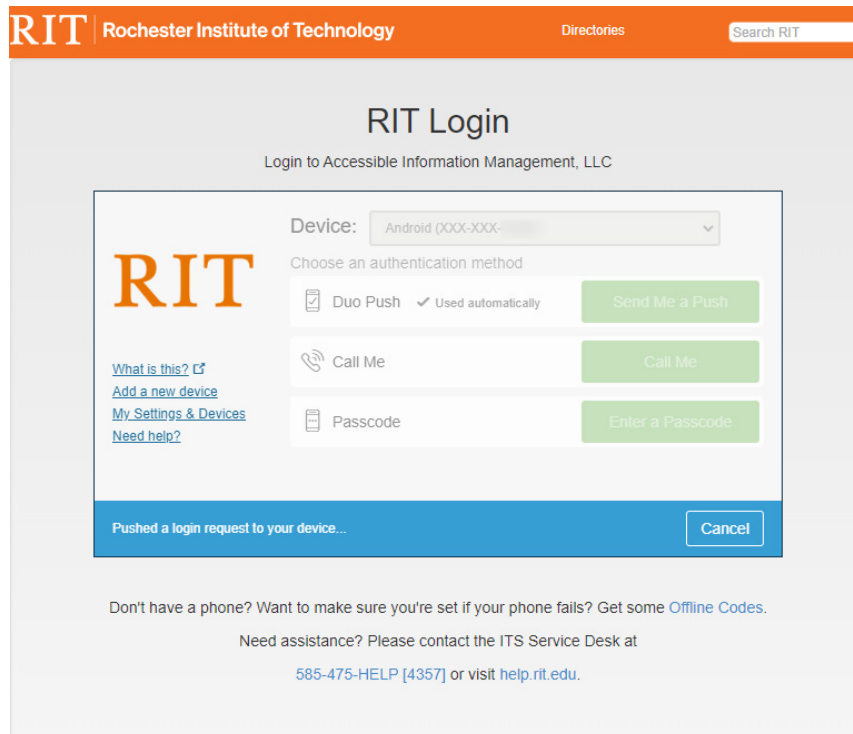# How to Register with MyDSO

RIT students as well as incoming new students (those who have committed to attending RIT) should fill out the Disability Services Application Form at **bachelor.accessiblelearning.com/RIT/ApplicationStudent.aspx**.

1. In order to ensure your security, several steps are required to access MyDSO:

    a. Enter RIT username and password

    b. Multi-factor authentication is required (Duo Mobile is the preferred option, but if you do not have a mobile device, other authentication options are available. Visit **rit.edu/its/mfa** for more information).

2. Fill out all sections of the application form. At the bottom of the form is the Submit Application button. If this button is pressed before all required fields are answered, the form will not be submitted and the missing information will be listed as shown below:
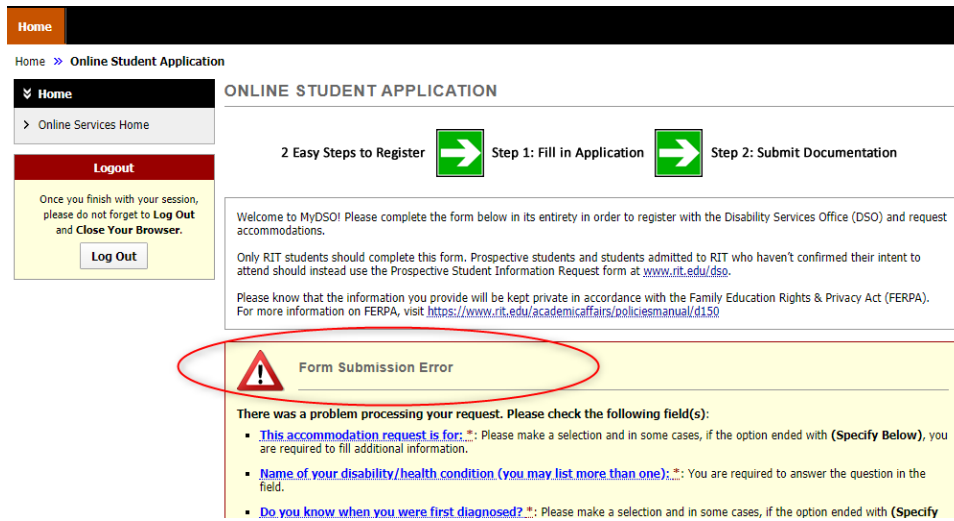
3. After all sections of the form are complete, press the Submit Application button located at the bottom of the form.
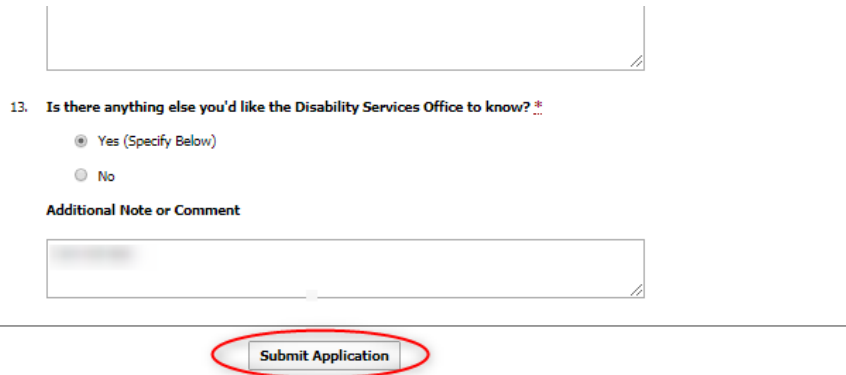
4. After successful submission you will see a green-circled checkmark and the words Application Submitted. You will also receive an email confirmation to the account you listed in your application.
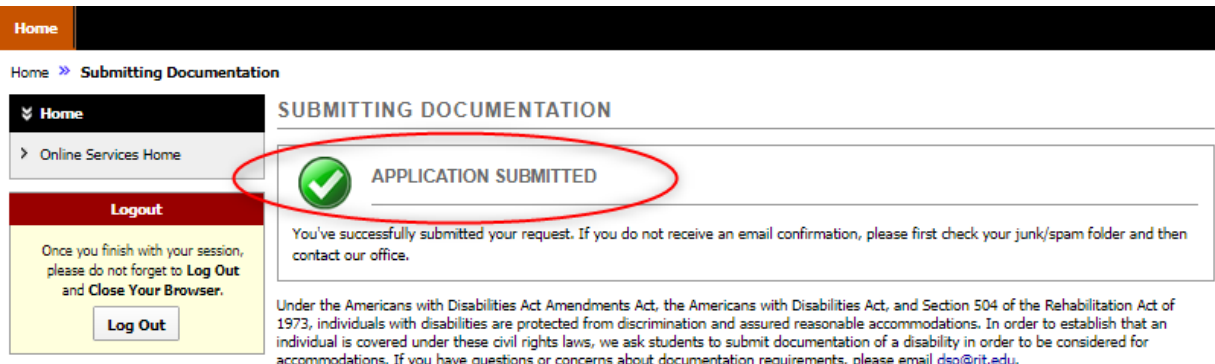
5. Next you will submit documentation. Name the file (using the following naming convention: **first name/last name and the type of documentation Joe Student IEP or Joe Student Neuropsych**), select the file, and press the **Upload Documentation** button.

6. After each file is uploaded, you will see the green-circled checkmark with the words File Was Successfully Uploaded and will have the opportunity to upload additional files if needed.
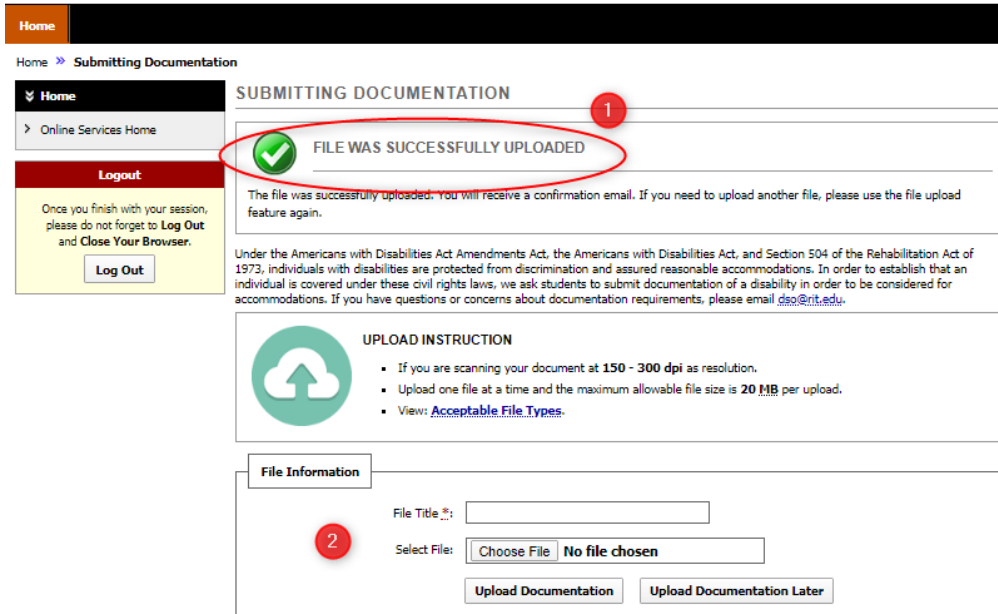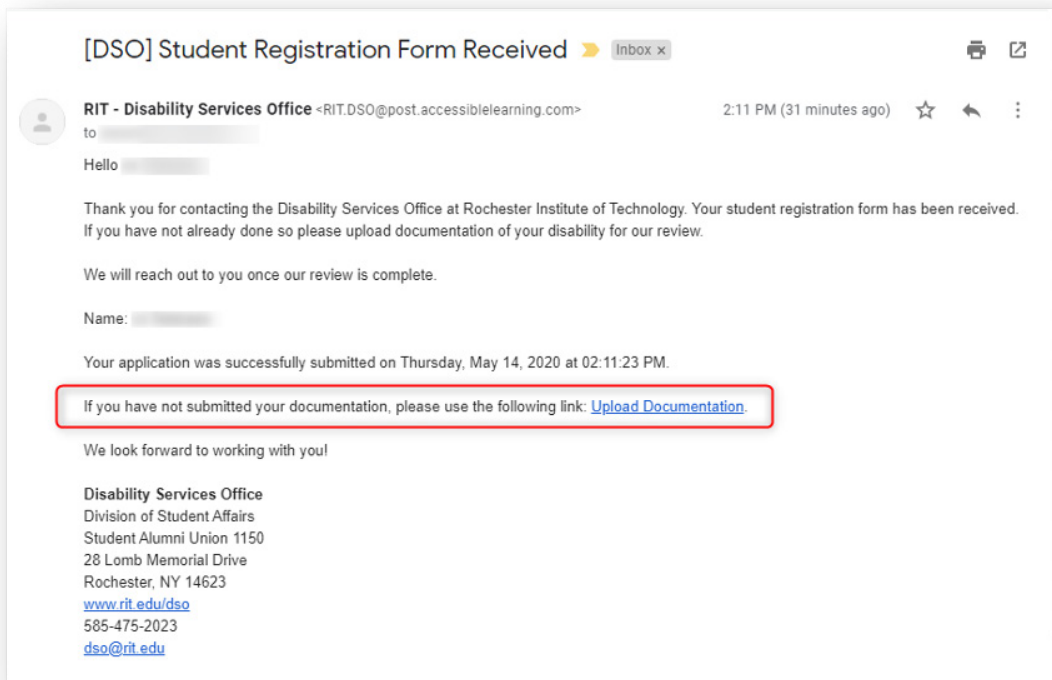

You will also receive an email confirmation to the account you listed in your application. This email contains a link that can be used to submit additional documentation at a later date if needed.

7. When you have finished uploading documentation, press the Logout button in the left-hand sidebar and close your browser.

8. If you are unable to submit documentation at this time or have questions about what documentation is required, please contact our office at dso@rit.edu and click the **Upload Documentation Later** button.

9. DSO staff will review your application and documentation and will contact you by email for next steps. If you have questions about the status of your application, please contact us at **dso@rit.edu**.