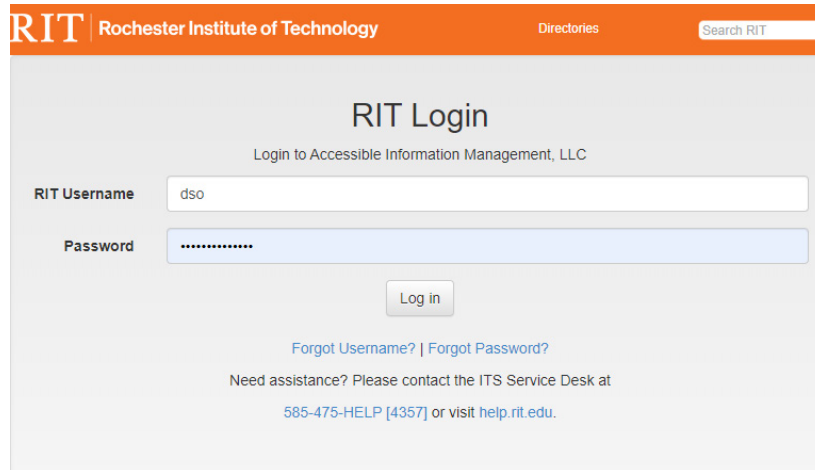


How to Register with MyDSO

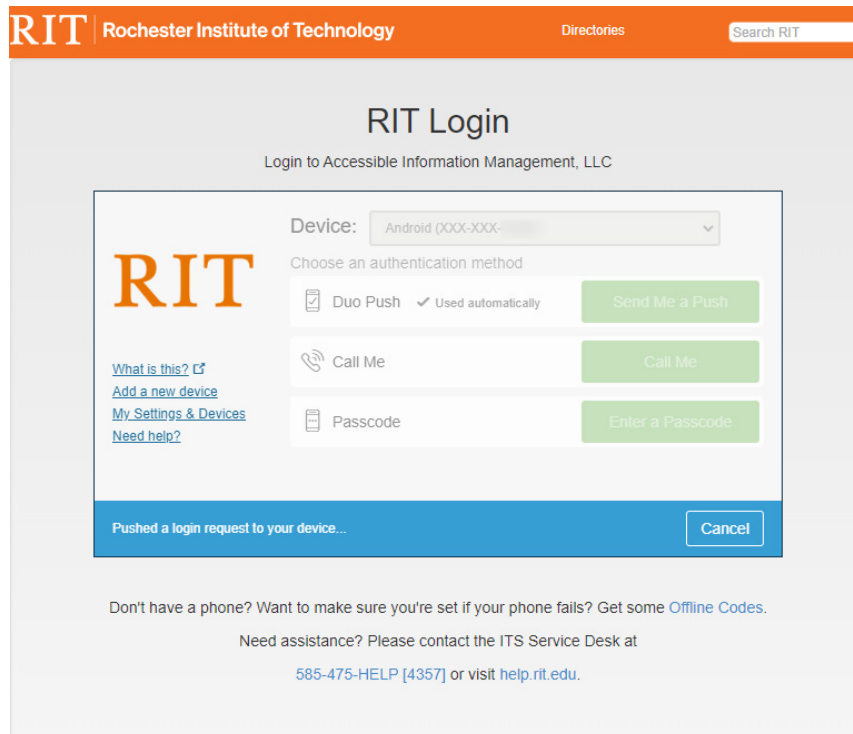
RIT students as well as incoming new students (those who have committed to attending RIT) should fill out the Disability Services Application Form at bachelor.accessiblelearning.com/RIT/ApplicationStudent.aspx.

1. In order to ensure your security, several steps are required to access MyDSO:
 - a. Enter RIT username and password



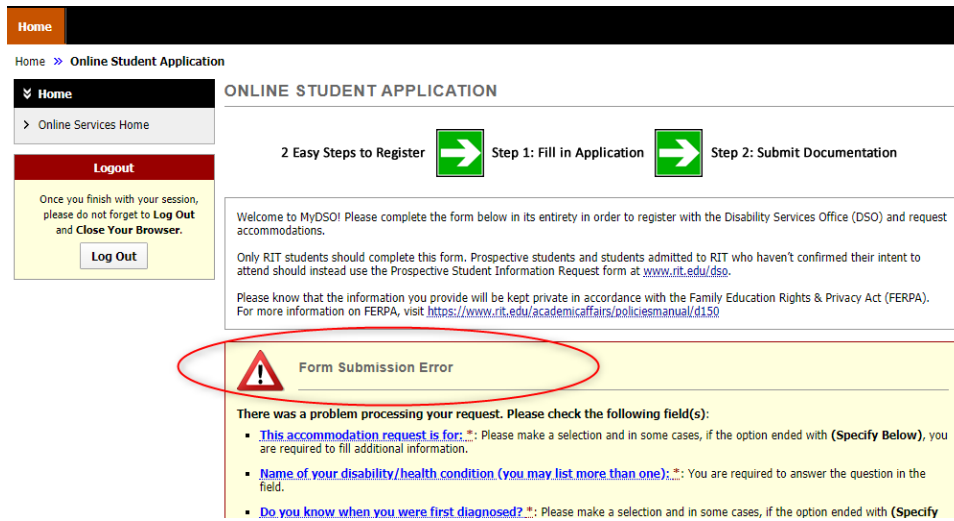
The screenshot shows the RIT Login page. At the top, there is a navigation bar with the RIT logo, the text "Rochester Institute of Technology", "Directories", and a search box labeled "Search RIT". Below the navigation bar, the page title is "RIT Login" with the subtitle "Login to Accessible Information Management, LLC". There are two input fields: "RIT Username" containing the text "dso" and "Password" containing a series of dots. Below the password field is a "Log in" button. At the bottom of the form, there are links for "Forgot Username?" and "Forgot Password?", and a note: "Need assistance? Please contact the ITS Service Desk at 585-475-HELP [4357] or visit help.rit.edu."

- 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).

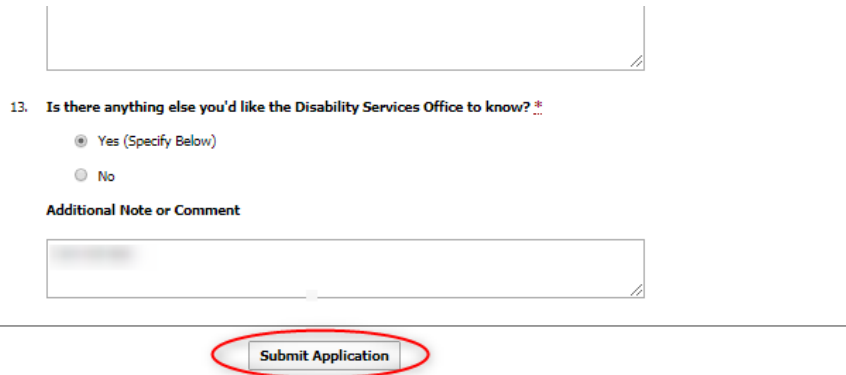


The screenshot shows the RIT Login page with the multi-factor authentication options. The page title and subtitle are the same as in the previous screenshot. Below the login fields, there is a "Device:" dropdown menu showing "Android (XXX-XXX-...)". Underneath, it says "Choose an authentication method". There are three options: "Duo Push" (with a checkmark and "Used automatically" and a "Send Me a Push" button), "Call Me" (with a "Call Me" button), and "Passcode" (with an "Enter a Passcode" button). At the bottom of the form, there is a blue bar that says "Pushed a login request to your device..." with a "Cancel" button. Below the form, there is a note: "Don't have a phone? Want to make sure you're set if your phone fails? Get some Offline Codes." and the same assistance information as in the previous screenshot.

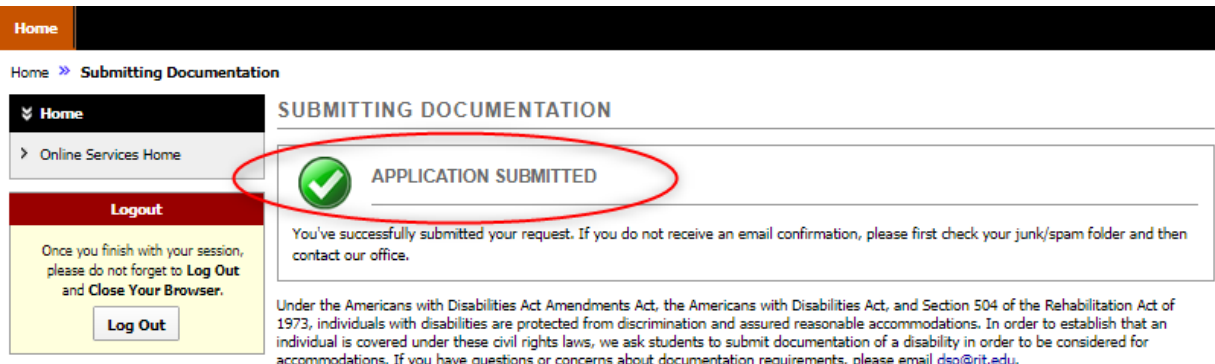
2. Fill out all sections of the application form. At the bottom of the form is the Submit Application button. If this button is pressed before all required fields are answered, the form will not be submitted and the missing information will be listed as shown below:



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.

Home

Home » Submitting Documentation

Home

Online Services Home

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

SUBMITTING DOCUMENTATION

APPLICATION SUBMITTED

You've successfully submitted your request. If you do not receive an email confirmation, please first check your junk/spam folder and then contact our office.

Under the Americans with Disabilities Act Amendments Act, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured reasonable accommodations. In order to establish that an individual is covered under these civil rights laws, we ask students to submit documentation of a disability in order to be considered for accommodations. If you have questions or concerns about documentation requirements, please email dso@rit.edu.

UPLOAD INSTRUCTION

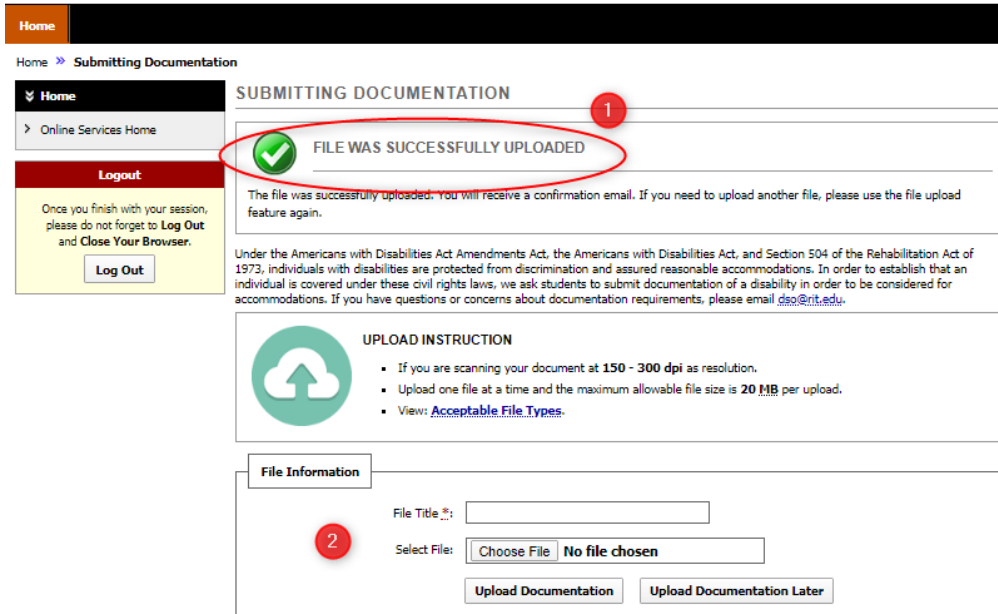
- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

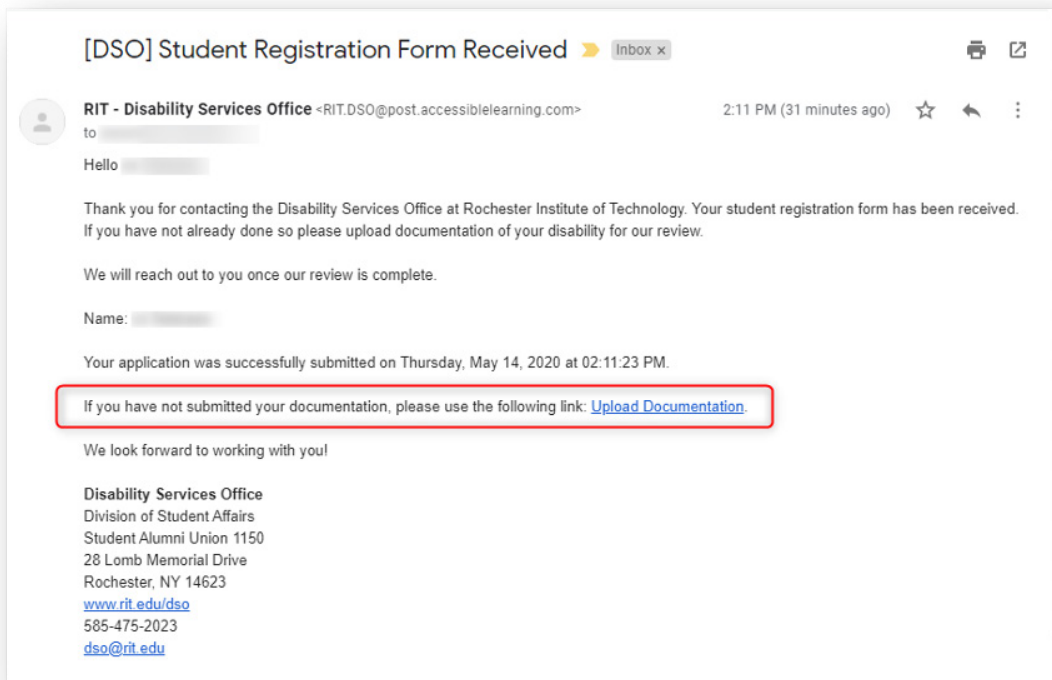
File Title #:

Select File:

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.

The screenshot shows a web interface for submitting documentation. On the left is a sidebar with a 'Logout' button circled in red. The main content area has a header 'SUBMITTING DOCUMENTATION' and a green checkmark icon with the text 'FILE WAS SUCCESSFULLY UPLOADED'. Below this is a message: 'The file was successfully uploaded. You will receive a confirmation email. If you need to upload another file, please use the file upload feature again.' A paragraph of legal text follows. Below that is an 'UPLOAD INSTRUCTION' section with a cloud icon and a list of requirements: scanning at 150-300 dpi, one file at a time, and a 20 MB limit. At the bottom is a 'File Information' section with a 'File Title' field, a 'Select File' button (showing 'No file chosen'), and two buttons: 'Upload Documentation' and 'Upload Documentation Later'.

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.