

If you are registered with MyDSO and would like to meet with staff in the Disability Services Office to discuss a disability-related concern please submit an appointment request through MyDSO at bachelor.accessiblelearning.com/RIT.

1. From the lefthand side bar, in the **Home** box, select **Request for Appointment**.

The screenshot shows the 'My Dashboard' interface. The left sidebar contains a 'Home' section with a list of options: 'My Dashboard', 'My Profile', 'Request for Appointment' (circled in blue), 'SMS (Text Messaging)', and 'My Mailbox (Sent E-Mails)'. Below this is a 'My Accommodations' section with options for 'My Eligibility', 'List Accommodations', 'Alternative Testing', and 'My E-Form Agreements'. The main content area is titled 'OVERVIEW' and features a yellow warning box at the top. Below that is a section for 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' with a 'Generate PDF' button and a 'Select Class' dropdown menu. At the bottom of the main content area is a red 'Need Help?' banner with a note about system updates.

2. Read the **Important Notes** in the yellow box, then press the **Request for Appointment** button.

The screenshot shows the 'Request For Appointment' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'REQUEST FOR APPOINTMENT' and features a yellow 'IMPORTANT NOTES' box at the top with text about availability and interpreter requests. At the bottom of the main content area, the 'Request For Appointment' button is circled in blue.

3. Fill in the information in the **Appointment Request Details** box at the top, click your available time slots from the 2-week chart shown, then press **Submit Request for Appointment** at the bottom of the screen.

My Dashboard

Home > My Dashboard > Request For Appointment

REQUEST FOR APPOINTMENT

IMPORTANT NOTES
Please choose your availability from these options. Someone will contact you with the specific meeting time and date. Once your appointment time is finalized please schedule an interpreter if needed. Interpreters can be requested at <http://www.myaccess.rit.edu>.

Appointment Request Detail

Who You Would Like to Meet: **Assigned Primary Advisor** ▼
Type: **Phone** ▼
Note or Concerns: I am having trouble seeing the board in my math class and don't know what to tell my professor

SELECT YOUR AVAILABILITIES

MONDAY 06/01/2020	TUESDAY 06/02/2020	WEDNESDAY 06/03/2020	THURSDAY 06/04/2020	FRIDAY 06/05/2020
09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM
10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM
01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM
02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM

MONDAY 06/08/2020	TUESDAY 06/09/2020	WEDNESDAY 06/10/2020	THURSDAY 06/11/2020	FRIDAY 06/12/2020
09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM	09:00 AM - 10:30 AM
10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM	10:30 AM - 12:00 PM
01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM	01:00 PM - 02:30 PM
02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM	02:30 PM - 04:00 PM

Submit Request for Appointment **Back to List Requests**

4. You will see the green-circled checkmark to let you know that the request has been submitted.

My Dashboard

Home > My Dashboard > Request For Appointment

REQUEST FOR APPOINTMENT

SYSTEM UPDATE IS SUCCESSFUL
The system has successfully processed your request.

5. DSO staff will review your request, schedule the appointment, and notify you with the specific date/time.

Note – if you require an interpreter for an appointment, you will need to request the interpreter at myaccess.rit.edu after the DSO has assigned your appointment date/time.

6. If you need to change your availability or if you decide you no longer need to meet after you've submitted the request, please **Modify** or **Cancel** the appointment by clicking the link displayed in your **List of Requests** (accessed from the **Request for Appointment** link from step #1 above).

My Dashboard

Home » My Dashboard » Request For Appointment

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: OFF

Update Preference

Request For Appointment

Home

- My Dashboard
- My Profile
- Request for Appointment

REQUEST FOR APPOINTMENT

IMPORTANT NOTES

Please choose your availability from these options. Someone will contact you with the specific meeting time and date. Once your appointment time is finalized please schedule an interpreter if needed. Interpreters can be requested at <http://www.myaccess.rit.edu>.

Request For Appointment

List of Requests:

- Request Submitted on 05/29/2020 at 03:03:32 PM Action: [Modify](#) [Cancel](#)