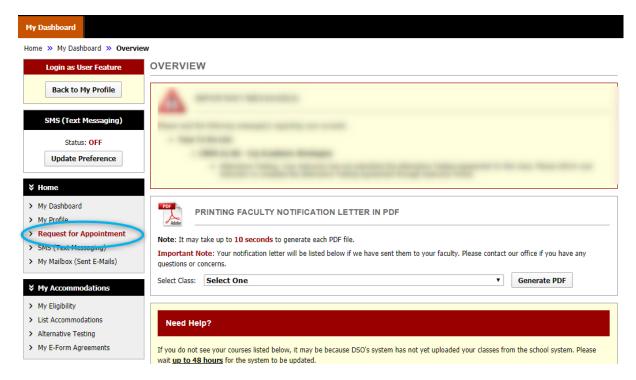
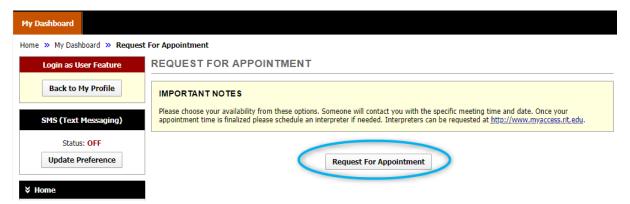
If you are registered with MyDSO and would like to meet with staff in the Disability Services Office to discuss a disability-related concern please submit an appointment request through MyDSO at bachelor.accessiblelearning.com/RIT.

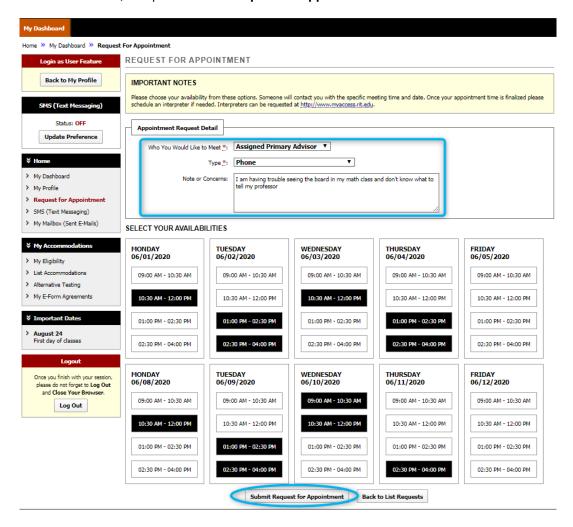
1. From the lefthand side bar, in the **Home** box, select **Request for Appointment**.



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



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.



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



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).

