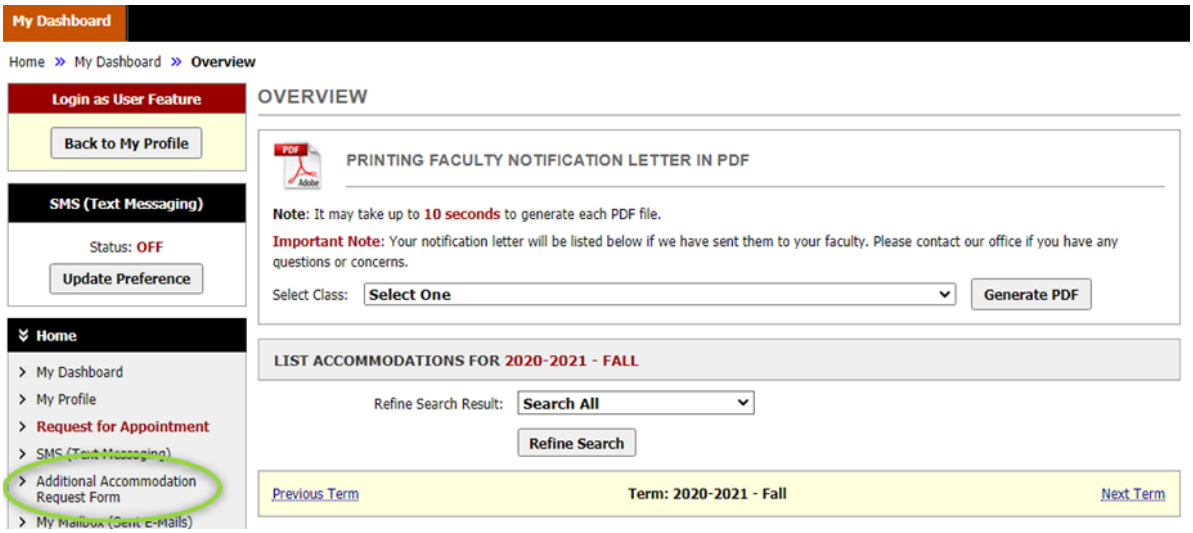
Request Additional Accommodations in MyDSO

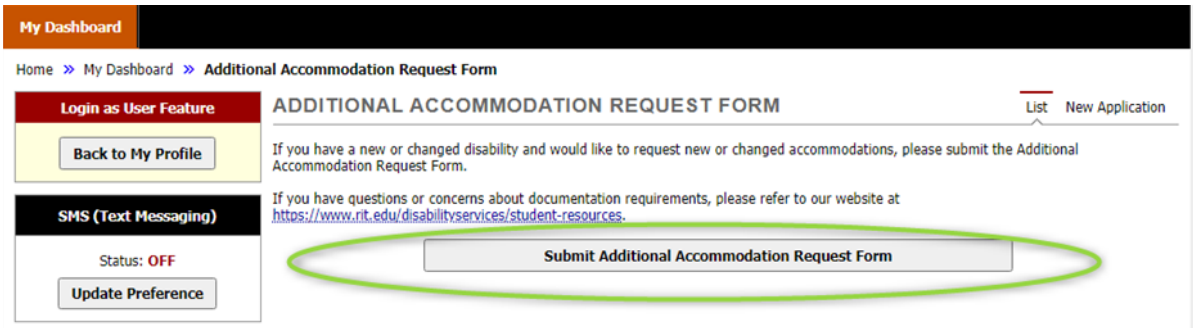
Students who are approved for accommodations in our office may realize that they need different accommodations throughout their academic career. This could be due to a new diagnosis, or it could be a new or worsening barrier. In either case, please follow these steps in order to formally apply for new accommodations:

1. Log into the **MyDSO Student Portal** (rit.edu/disabilityservices/mydso).

2. In the left-hand sidebar, click the link for **Additional Accommodations Request Form**.



3. Click the button **Submit Additional Accommodations Request Form**.



4. At the next screen, you will provide information about your new or evolving diagnosis, how it impacts you, and what other accommodations you are requesting. At the bottom of the screen is a **Submit Application** button.

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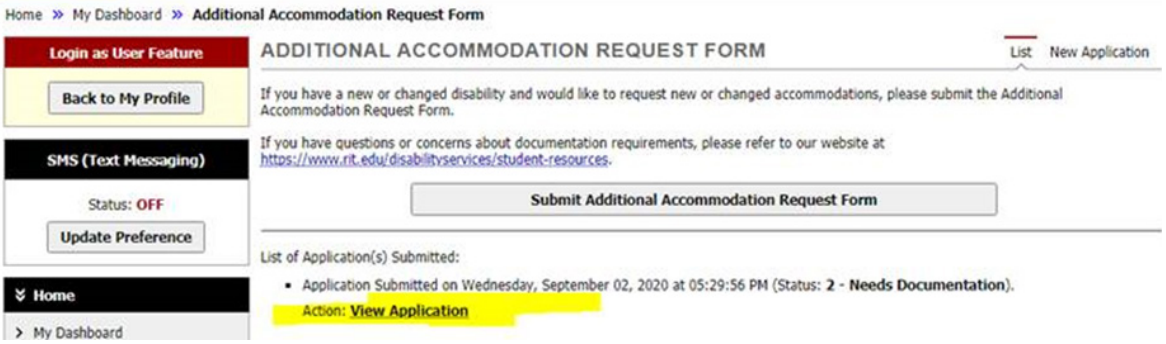
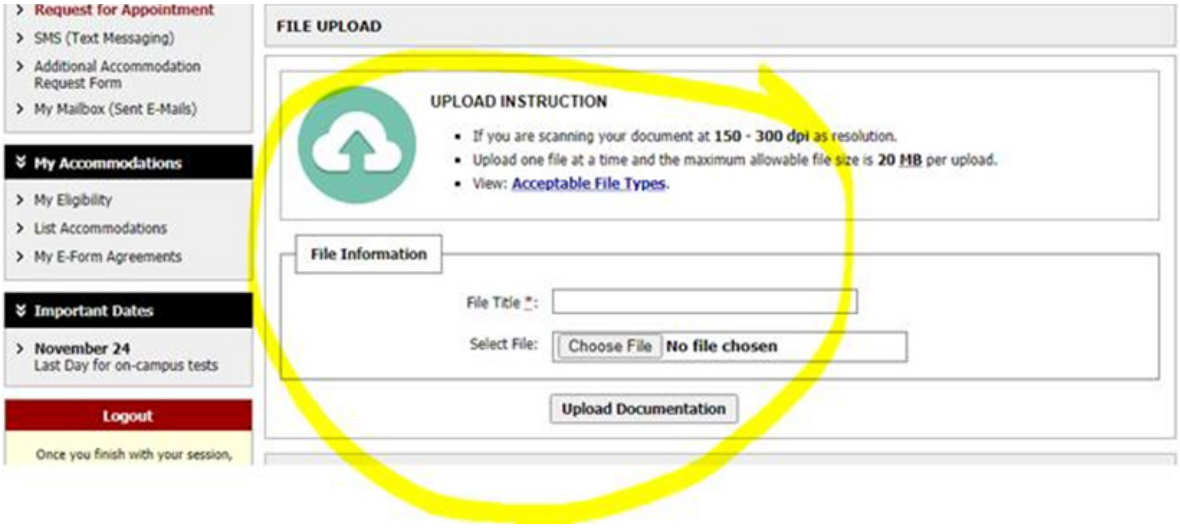
5. After you submit the application, if you have documentation to support your request, you will again need to click the **Additional Accommodations Request Form** link on the left-hand sidebar (step #2 above); but this time click the link to **View Application**.



6. The next window will allow you to upload your documentation.



7. DSO staff will then review your application and new documentation, and will then be in contact with you for the next steps.