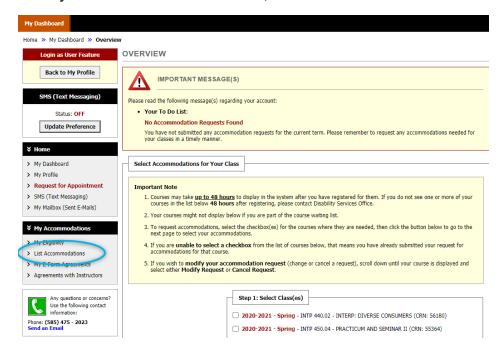
How to Request Accommodations/Eligibilities

Before requesting accommodations/eligibilities, you must first register with the Disability Services Office at bachelor.accessiblelearning.com/RIT/ApplicationStudent.aspx.

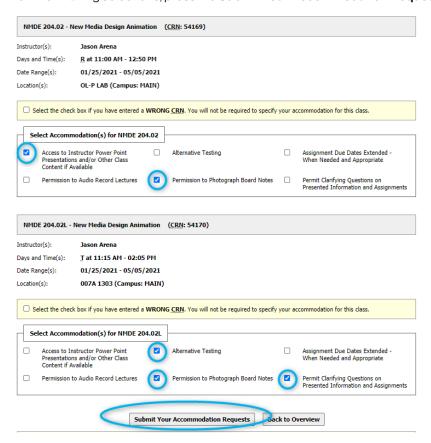
- Log onto the MyDSO Student portal (bachelor.accessiblelearning.com/RIT). If asked
 to sign any accommodation related e-forms, please read each one carefully and sign.
 You will not be able to request accommodations until this is complete.
- 2. From My Accommodations in the left sidebar, select List Accommodations.



3. Click the boxes in front of each class for which you want to request accommodations, then click the button Step 2 – Continue to Customize Your Accommodations.



- **4.** Each of your selected classes will be listed separately, followed by a box labeled **Select Accommodation(s) for**_____.
 - a. Click the box for all accommodations you wish to utilize for each class. If you have testing accommodation(s), they are collectively listed as "Alternative Testing."
 Classroom accommodations are listed separately. Housing and other 'non-academic' accommodations will not be listed, since they do not apply to classes.
 - b. After making selections, press the Submit Your Accommodation Requests button.



Note: You do not have to select all of your accommodations for each class, but are able to choose the accommodations you need.

5. You will see a green-circled checkmark in the Request Status box to let you know that the request(s) have been submitted to the queue. Disability Services Office staff will then send all notification letters to faculty shortly before the start of each term, with updates sent as needed throughout the semester.

