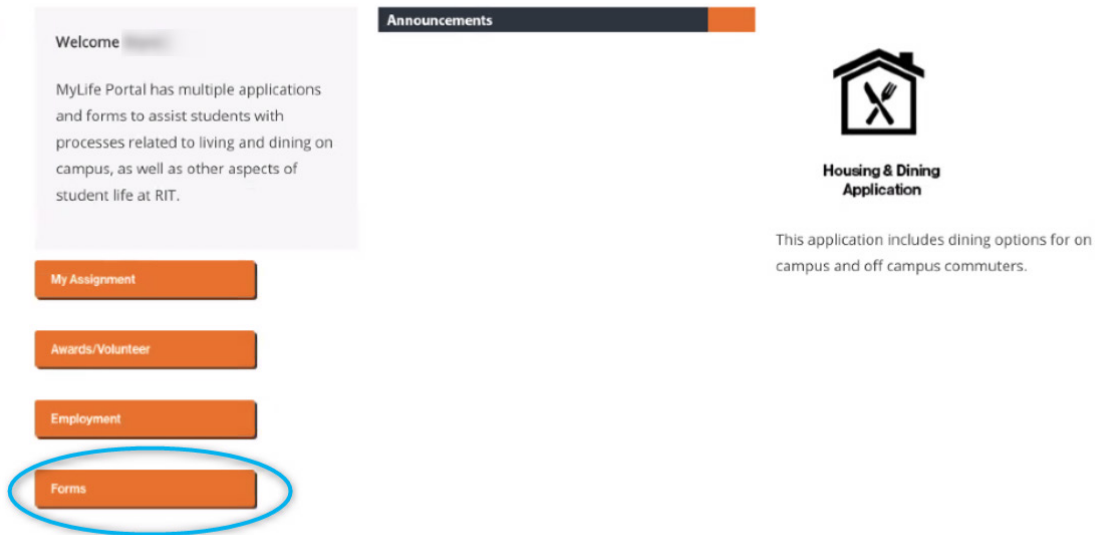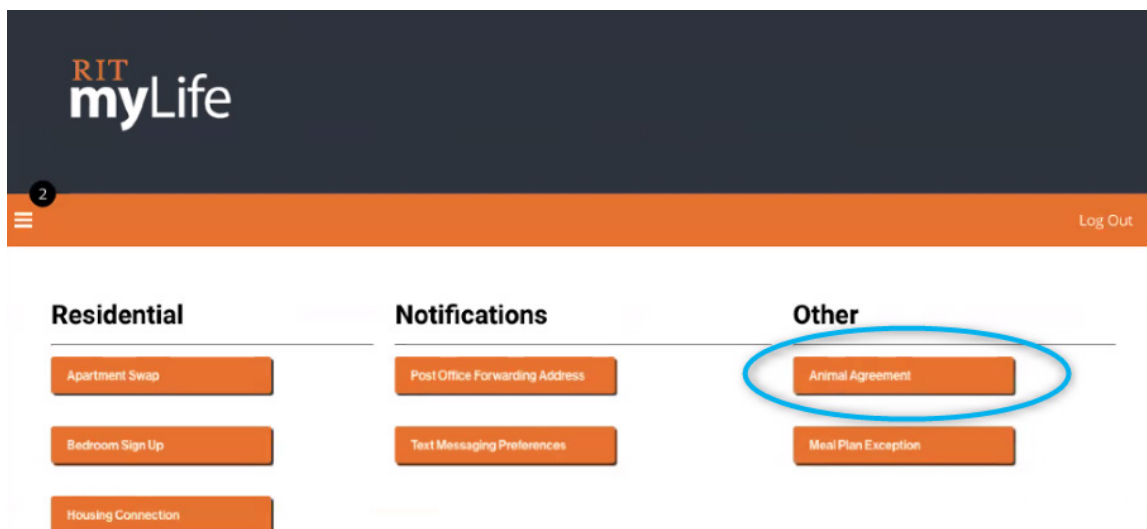# Required Steps in MyLife Portal for Students Approved for an Assistance Animal

After you have met with staff from Disability Services and have been approved for an assistance animal at RIT, DSO staff will initiate the Assistance Animal Agreement & Notification process. If you have roommates or apartment mates, they will receive separate notification(s) about an animal coming into their RIT Housing unit.

1. Log in to the MyLife portal, then click the button for **Forms**.

2. From the Forms page, click **Animal Agreement**.

3. Fill in all fields in the Animal Information page (fields marked with the circled letter 'I' are required information). The bubbles on the left side of your screen will show your progress through the necessary steps.

○ General Information

● Vaccination

● Agreement

● Confirmation

Animal Information

Please verify and complete the following information concerning your animal and sign the Animal Agreement below.

Until this information is completed, you **can not** bring the animal to campus.

Approved Date:
6/10/2021

Type of animal:
Cat

Name of animal:
<empty>   ⓘ

Weight of animal:
<empty>

If, for any reason, you are unable to care for your animal, it will be placed with an alternative caregiver.

Please complete the following information for your alternative caregiver:

First Name:

4. If a rabies vaccine is required for your animal (all cats, dogs or ferrets), the next screen will ask for the **Current Vaccination Date** as well as the **Next Vaccination Due Date**. You will then need to upload a digital copy of your animal's Vaccination Certificate as verification of this information.

✓ General Information

○ Vaccination

● Agreement

● Confirmation

Rabies Vaccination Information

Proof of rabies vaccination for your animal **Bob**.

Please complete the following information from your veterinarian signed rabies vaccination certificate and then upload the certificate below.

You will receive an email notification once the Disability Services Office reviews and approves your uploaded rabies vaccination records.

Proof of Vaccination Required:
Yes

Current Vaccination Date:
☐   📅   ⓘ

Next Vaccination Due Date:
☐   📅   ⓘ

Vaccination Record Upload

⬆
Choose a file, or drag it here

Please note that you will receive email notifications when the date for your animal's next rabies vaccination is approaching. You will need to input the new Current Vaccination Date and the Next Vaccination Due Date, as well as upload a digital copy of the new rabies vaccination certificate. If the rabies vaccination expires while the animal is in RIT housing, and an updated vaccination record is not provided, you must remove the animal from RIT housing.

5. The next screen shows the RIT Animal Agreement. Please read it carefully, then type in your RIT username as your electronic signature in the box below the agreement.

6. You will then see confirmation that you have completed the assistance animal requirements in the MyLife portal. If you do not see this confirmation page, or have questions about your animal at any time, please contact Disability Services at **585-475-2023** or via email at **dso@rit.edu**.