How to Schedule a Test in the DSO Test Center

1. Log into MyDSO Student Portal bachelor.accessiblelearning.com/RIT.

2. From the My Dashboard > Overview screen, locate My Accommodations on the left hand sidebar and click on Alternative Testing.

3. In the Alternative Testing Agreement(s) box, select a class from the Select Class drop down menu. Then click the Schedule an Exam button.
4. In the Exam Detail box, click the Request Type drop down bar to choose the type of test (your class may have options for quizzes/tests/final exam). Also fill in the Date and Time that you would like to schedule the test.

**NOTE:** You must schedule your test at the same date and time as the class whenever possible. If you have a conflict due to back-to-back classes or the DSO Test Center hours, you must discuss this with your instructor before scheduling the test.
5. In the **Services Requested** box, click the box for each of the accommodations you would like to use for this test. Don’t forget that “Access to DSO Test Center” and “Extended time” are separate boxes so you will need to be sure to click all accommodations you wish to use. You may use the **Additional Note** box if needed.
6. If you need to use a computer, be sure to check the appropriate box in the **Required Technology** box.

7. Click the **Add Exam Request** button to submit.
8. At the top of your screen, you will see a green check mark and “SYSTEM UPDATE IS SUCCESSFUL.” You will also receive an auto-generated confirmation email from Disability Services.

After the DSO Test Center staff has approved your request, you will receive a follow-up email with additional information.

9. To schedule another test for the same course, you may scroll down the page to the Exam Detail box and enter information for another test.

Students (not faculty) are responsible for requesting a seat in the Test Center for each test/quiz/final exam as needed.

If you have any questions or problems, please contact the DSO Test Center at 585-475-6542 or dsotest@rit.edu.