

How to Register with Disability Services

Current or incoming RIT students with disabilities should fill out the Disability Services application for accommodations [here](#). Please note, you must have an RIT username to apply for accommodations.

1. Enter your RIT username and password to log in to the system.

A screenshot of a login page. At the top center is the "RIT" logo in orange. Below it is the text "Login to Accessible Information Management, LLC". There are two input fields: "Username" with a blacked-out area and "Password" with a masked area of dots. An orange "Login" button is positioned to the right of the password field. Below the button are links for "Forgot Username?", "Forgot Password?", and "Change Password". At the bottom, there is a note: "Need assistance? Please contact the RIT Service Center at 585-475-5000 or visit help.rit.edu".

Image description: a screenshot of the login screen for the Rochester Institute of Technology (RIT). It includes fields for entering a Username and Password, along with a 'Login' button. There are also links for 'Forgot Username?', 'Forgot Password?', and a note to contact the RIT Service Center for assistance.

2. Complete the multi-factor authentication using Duo. Visit rit.edu/its/mfa to set up Duo multi-factor authentication if needed.

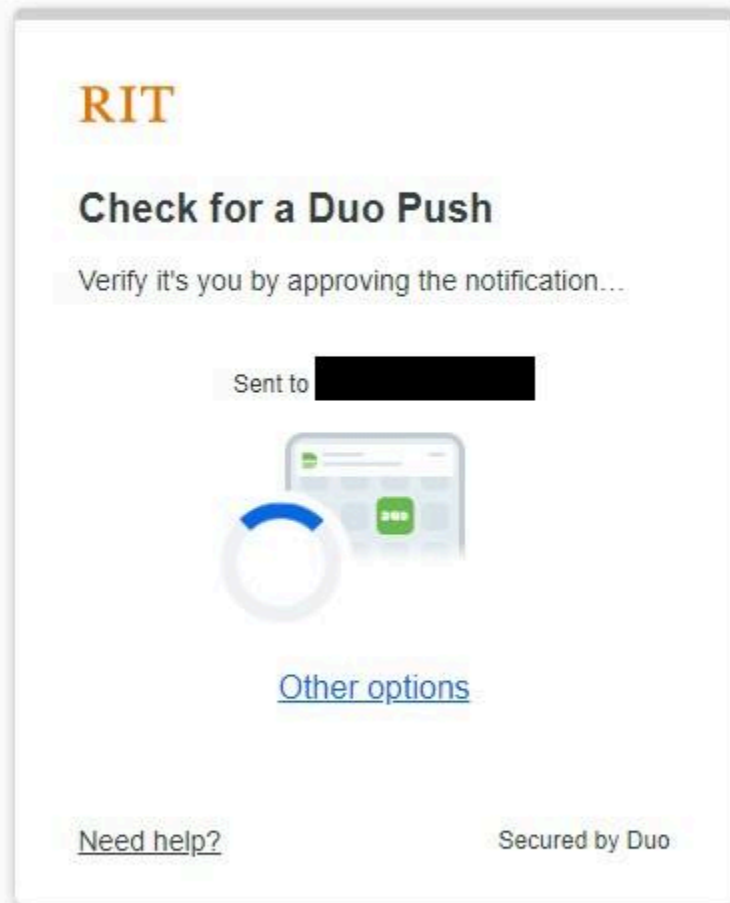


Image description: a screenshot of a two-factor authentication screen. It prompts the user to “Check for a Duo Push” and verify their identity by approving the notification on their smartphone. The screen includes a visual of a smartphone with a green checkmark, options for “Other options,” and a link for “Need help?” at the bottom.

3. You will be directed to the Application Center, please click the button labeled “**START NEW APPLICATION.**”

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Disability Services Office

APPLICATION CENTER

OPTIONS

- > Overview
- > Previously Submitted
- > Sign Out

SIGN OUT >

» APPLICATION CENTER

INTRODUCTION

Welcome to MyDSO! Please complete the form below in its entirety in order to register with the Disability Services Office (DSO) and request accommodations.

Only RIT students should complete this form. Prospective students and students admitted to RIT who haven't confirmed their intent to attend should instead use the Prospective Student Information Request form at <https://www.rit.edu/disabilityservices/prospective-student-request-information>.

Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). For more information on FERPA, visit <https://www.rit.edu/academicaffairs/policiesmanual/d150>

STUDENT ACCOMMODATION APPLICATION

Type:
Student Application

About This Template ▾

START NEW APPLICATION >

Image description: A screenshot of MyDSO Applicant Center. It displays a section titled “OVERVIEW” with a welcome message instructing users to complete a form to register with the Disability Services Office. There is a box labeled “STUDENT APPLICATION” and a button labeled “START NEW APPLICATION” is circled in red for emphasis.

4. Fill out all sections of the application completely.

APPLICATION INFORMATION

Start Term* :
2023-2024 - Spring ▾

PERSONAL INFORMATION

First Name* :
Jane

Preferred Name:

Middle Name:

Last Name* :
Doe

School ID* :
Hint: Enter 9 alpha numeric characters.
999999999

Gender:
Prefer to self-describe ▾

Pronoun:

Image description: a screenshot of a student application form for the Spring 2023 term. It includes sections for personal information such as first name, middle name, last name, and school ID. The first name entered is 'Jane' and the last name is 'Doe'. The school ID field has a placeholder text stating "Hint: Enter 9 alphanumeric characters." There are also dropdown menus for gender and pronouns.

5. Click the button on the bottom labeled “**CREATE APPLICATION DRAFT**” to move on to the questionnaire.

STATISTIC

Seeking Degree:
Bachelors Degree ▾

Affiliations:

National Technical Institute for the Deaf (NTID) Student Athlete

Study Abroad Accommodations Veteran

Ethnicities:

American Indian or Alaska Native Asian

Black or African American Hispanic or Latino

Native Hawaiian or Other Pacific Islander Other/Not Reported

White

FORM SUBMISSION

Important Note: Responses are **only saved** after selecting the "Create Application Draft" button.

CREATE APPLICATION DRAFT > **BACK TO OVERVIEW** >

Image description: a screenshot of an application with dropdown menus and checkboxes for various categories. The top section, labeled “STATISTIC,” includes fields for selecting a degree, affiliations like National Technical Institute for the Deaf (NTID), ethnicity choices, and checkboxes for veteran status or study abroad accommodations. The bottom section, titled “FORM SUBMISSION,” has a note stating, “responses are only saved after selecting ‘Create Application Draft’ button.” The “CREATE APPLICATION DRAFT” button is circled in red for emphasis. There is also a button labeled “BACK TO OVERVIEW.”

- You will see a green check mark indicating the draft has been saved. Complete all sections of the questionnaire and provide as much information as possible.

The screenshot displays the 'APPLICATION CENTER - QUESTIONNAIRE' interface. On the left, there is a sidebar with an 'OPTIONS' menu containing 'Overview', 'Previously Submitted', and 'Sign Out', along with a 'SIGN OUT >' button. The main content area shows a breadcrumb trail, a success notification with a green checkmark and the text 'SUCCESS! YOUR ACTION HAS BEEN COMPLETED', and a secondary notice with a document icon stating 'APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED'. Below these is an 'Important Note' about saving progress. The bottom section, titled 'LIST OF QUESTIONS', contains a question about the type of accommodation request with three radio button options: 'Permanent Disability' (selected), 'Temporary Disability (e.g. concussion, broken limb, etc.)', and 'I think I have a disability but I do not have a formal diagnosis (Additional Comment Required)'.

Image description: a screenshot from the Application Center indicating a successful action. At the top, there's a green checkmark with the text "SUCCESS! YOUR ACTION HAS BEEN COMPLETED" and below it, "The system has successfully saved your action." Below this, there's a highlighted notice stating "APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED" followed by instructions to save the progress of the application before signing out. At the bottom, there's a list of accommodation requests with options like "Temporary Disability (e.g., concussion, broken limb, etc.)" and "I think I have a disability but do not have a formal diagnosis."

7. Once the questionnaire has been completed, press the **“SAVE AND UPLOAD DOCUMENTATION BUTTON”** If you do not have documentation to add at this time, there will be an opportunity to do so later.

Sign language interpreter (Request interpreters via NTID Department of Access Services at <https://myaccess.rit.edu/>)

Captioning (Request Captioning via NTID Department of Access Services at <https://myaccess.rit.edu/>)

Please list the specific accommodations you are requesting:

Extended time on tests

Is there anything else you'd like the Disability Services Office to know? *

Yes (**Additional Comment Required**)

No

Additional Comment:

FORM SUBMISSION

Important Note: Responses are **only saved** after selecting the "Save and Upload Documentation" button.

SAVE AND UPLOAD DOCUMENTATION >

Image description: a screenshot of a sample student questionnaire. It includes sections for personal information and specific accommodations requested, with checkboxes for “Yes” or “No” regarding additional comments. At the bottom, there’s a section labeled “FORM SUBMISSION” with a note stating “responses are only saved after selecting the ‘Save and Upload Documentation’ button.” The “SAVE AND UPLOAD DOCUMENTATION” button is circled in red for emphasis.

- You will see a green check mark indicating the draft has been saved. It is important to note, you must select the form submission button at the bottom of each page to save the most recent version of your application. There are also helpful documentation guidelines on this page.

The screenshot shows a web interface for 'APPLICATION CENTER - FILES'. On the left is a navigation menu with 'OPTIONS' containing 'Overview', 'Previously Submitted', and 'Sign Out', and a 'SIGN OUT >' button. The main content area has a green banner with a checkmark icon and the text 'SUCCESS! YOUR ACTION HAS BEEN COMPLETED' and 'The system has successfully saved your action.' Below this is a user profile for 'Jane Doe' with ID '999999999' and a redacted email. A navigation bar includes 'OVERVIEW', 'QUESTIONNAIRE', 'FILES', and 'SUBMIT APPLICATION'. A yellow banner with a document icon reads 'APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED'. An 'Important Note' is circled in red, stating: 'To save the progress of your application, be sure to select the form submission button at the bottom of each page.' At the bottom is a 'DOCUMENTATION GUIDELINES' section with text about the Americans with Disabilities Act and a note that allowed file types are PDFs and images.

Image description: a screenshot with green banner at the top stating “SUCCESS! YOUR ACTION HAS BEEN COMPLETED.” Below, it displays personal information for an individual named Jane Doe, including an ID number. A highlighted section titled “Application Draft” contains a warning that reads, “Your application is not yet submitted.” Below this, there is an ‘Important Note’ advising to save progress at the bottom of each page before selecting the form submission button. At the bottom, there are sections titled ‘Documentation Guidelines’ and a note that allowed file types are PDFs and images.

9. Submission options:

a. Upload documentation of your disability at time of submission

- i. If uploading documentation at the time of submission, be sure to title the file with your first and last name and the type of documentation. (e.g. **Jane Doe IEP**), select the file, and press the **“UPLOAD FILE”** button.

UPLOAD FILE

FILE INFORMATION

File Title * :

Select File * : ?

Choose File No file chosen

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select **"Review and Submit Application."**

UPLOAD FILE > **REVIEW AND SUBMIT APPLICATION >**

Image description: a screenshot with two highlighted sections. The first section, labeled “UPLOAD FILE,” includes fields for “File Title” and “Select File,” both are circled in red for emphasis. The second section, labeled “FORM SUBMISSION,” features an “UPLOAD FILE” button which is circled in red for emphasis. There is a note stating that documentation is not required to submit the application. If documentation is unavailable, users can select “Review and Submit Application.”

- ii. You will be directed to the next page, and you will see that your documentation has been uploaded. You can upload multiple files if necessary. Once all documentation is uploaded, click the **“REVIEW AND SUBMIT APPLICATION”** button.

File Title	Date Uploaded	File Type	Size
Documentation	08/01/2024 at 11:36 AM	Image (JPEG)	65 KB

UPLOAD FILE

FILE INFORMATION

File Title * :

Select File * : ?
 No file chosen

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select **“Review and Submit Application.”**

Image description: a screenshot shows a web page interface for uploading and submitting a document. One document has been uploaded. It includes fields for “File Title” and “Select File,” with no file chosen yet. Below, there’s a section titled “Form Submission” and the button labeled “Review and Submit Application” is circled in red for emphasis.

- iii. You will be redirected to the review page. You can review your application at this time and see the number of files uploaded. Click the **"SUBMIT APPLICATION"** button to continue.

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APPLICATION CENTER - REVIEW BEFORE SUBMITTING

The screenshot shows a web interface for reviewing an application. On the left, there is a sidebar with an 'OPTIONS' menu containing 'Overview', 'Previously Submitted', and 'Sign Out'. Below the menu is a 'SIGN OUT >' button. The main content area has a breadcrumb trail: 'APPLICATION CENTER - REVIEW BEFORE SUBMITTING'. Below this, the user's name 'Jane Doe' is displayed. Her ID is '999999999' and her email is redacted. A navigation bar includes links for 'OVERVIEW', 'QUESTIONNAIRE', 'FILES', and 'SUBMIT APPLICATION'. A yellow notification banner with a document icon states 'APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED'. Below the notification are two panels: 'FILES' showing '1 Number of Files Uploaded' and 'FORM SUBMISSION' which contains a 'SUBMIT APPLICATION >' button circled in red.

Image description: a screenshot of a webpage labeled “APPLICATION CENTER - REVIEW BEFORE SUBMITTING.” A red notification states “IMPORTANT: YOUR APPLICATION IS NOT YET SUBMITTED”. Below, there’s a section titled ‘FILES’ indicating 1 file uploaded. A red circle highlights the ‘SUBMIT APPLICATION’ button.

- iv. There is one final confirmation necessary. Please click the “**CONFIRM**” button to confirm your submission.

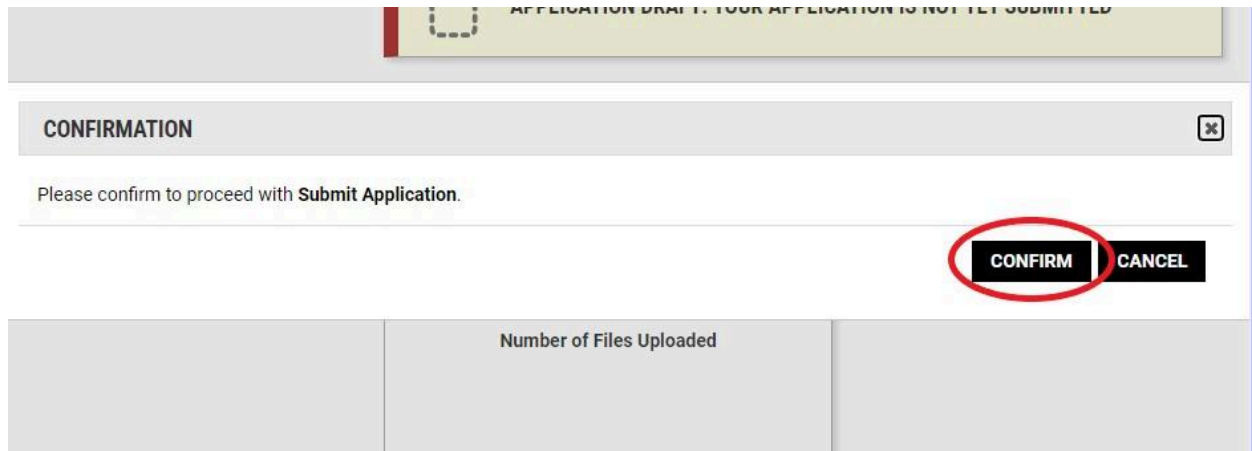


Image description: a screenshot of a dialog box with the header “CONFIRMATION.” It prompts the user to confirm their action to proceed with submitting an application. There are two buttons at the bottom: one circled in red labeled “CONFIRM,” and the other labeled “CANCEL.”

- v. You will see a green check mark indicating that your application was successfully submitted. An Access Coordinator will reach out to discuss your application.

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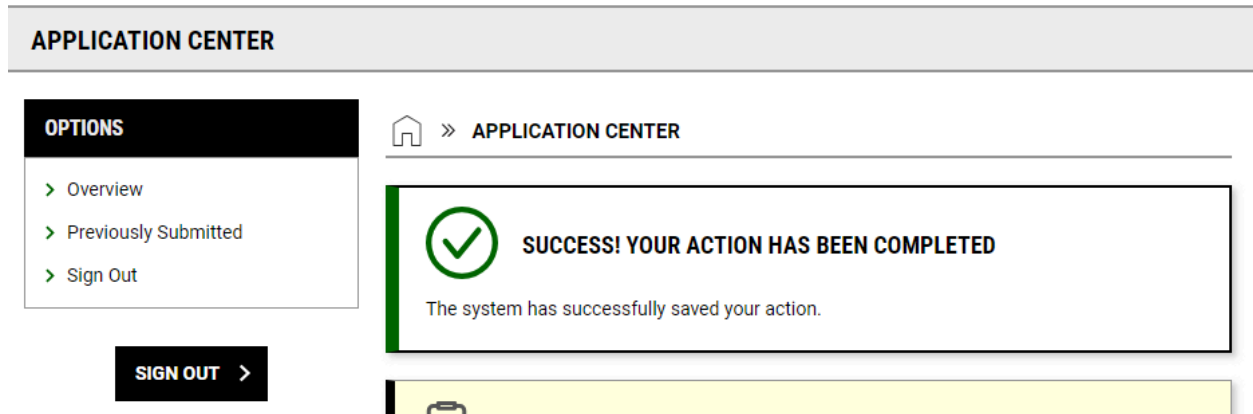


Image description: a screenshot of a confirmation message. It is within a green-bordered box with a checkmark symbol and states, "SUCCESS! YOUR ACTION HAS BEEN COMPLETED. The system has successfully saved your action." Options like 'Previously Submitted' and 'Sign Out' are listed on the left side.

- b. **Submit your application without documentation**, please note that documentation is required before your application can be reviewed. You will need to return to the application and upload documentation later.
 - i. To submit the application without documentation, click the **“REVIEW AND SUBMIT APPLICATION”** button.

UPLOAD FILE

FILE INFORMATION

File Title * :

Select File * : ?

Choose File No file chosen

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select "Review and Submit Application."

UPLOAD FILE > **REVIEW AND SUBMIT APPLICATION** >

Image description: a screenshot with two highlighted sections. The first section, labeled “UPLOAD FILE,” includes fields for “File Title” and “Select File,”. The second section, labeled “FORM SUBMISSION,” features a note stating that documentation is not required to submit the application. If documentation is unavailable, users can select “Review and Submit Application”. There are two buttons, one labeled “UPLOAD FILE” and another labeled “REVIEW AND SUBMIT APPLICATION” which is circled in red for emphasis.

- ii. You will be redirected to the review page. You can review your application at this time and see that no files have been uploaded. Click the **“SUBMIT APPLICATION”** button to continue.

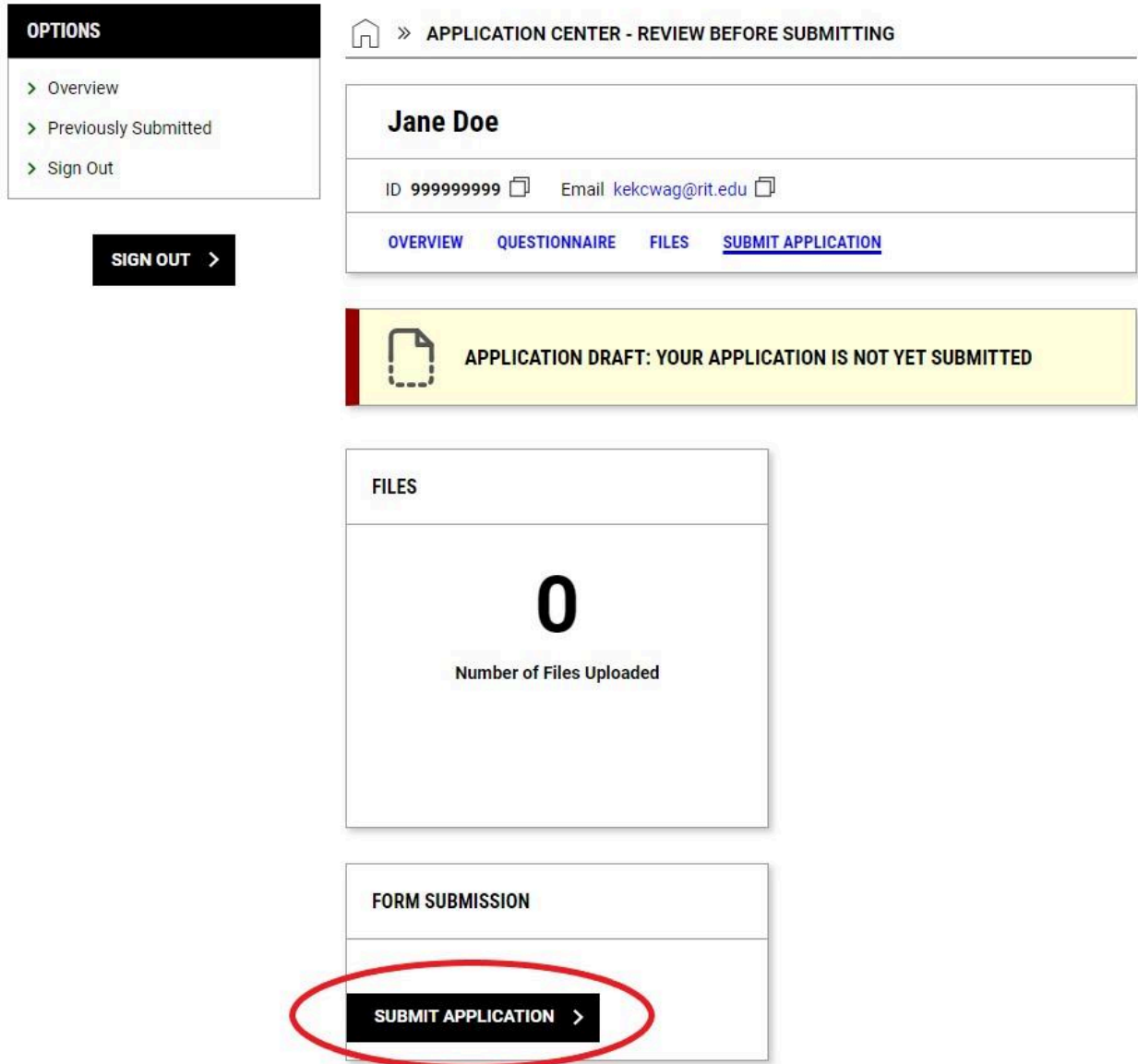


Image description: a screenshot of a webpage labeled “APPLICATION CENTER - REVIEW BEFORE SUBMITTING.” A red notification states “IMPORTANT: YOUR APPLICATION IS NOT YET SUBMITTED”. Below, there’s a section titled ‘FILES’ indicating 0 files have been uploaded. A red circle highlights the ‘SUBMIT APPLICATION’ button.

- iii. There is one final confirmation necessary. Please click the “**CONFIRM**” button to confirm your submission.

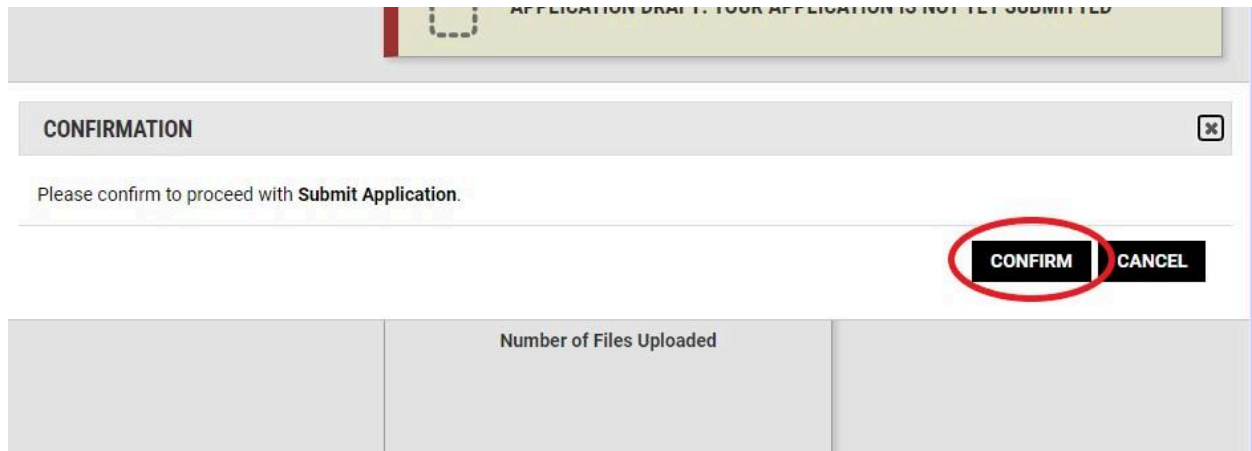


Image description: a screenshot of a dialog box with the header “CONFIRMATION.” It prompts the user to confirm their action to proceed with submitting an application. There are two buttons at the bottom: one circled in red labeled “CONFIRM,” and the other labeled “CANCEL.”

10. Log back into the Application Center and click on the “**VIEW APPLICATION**” button.

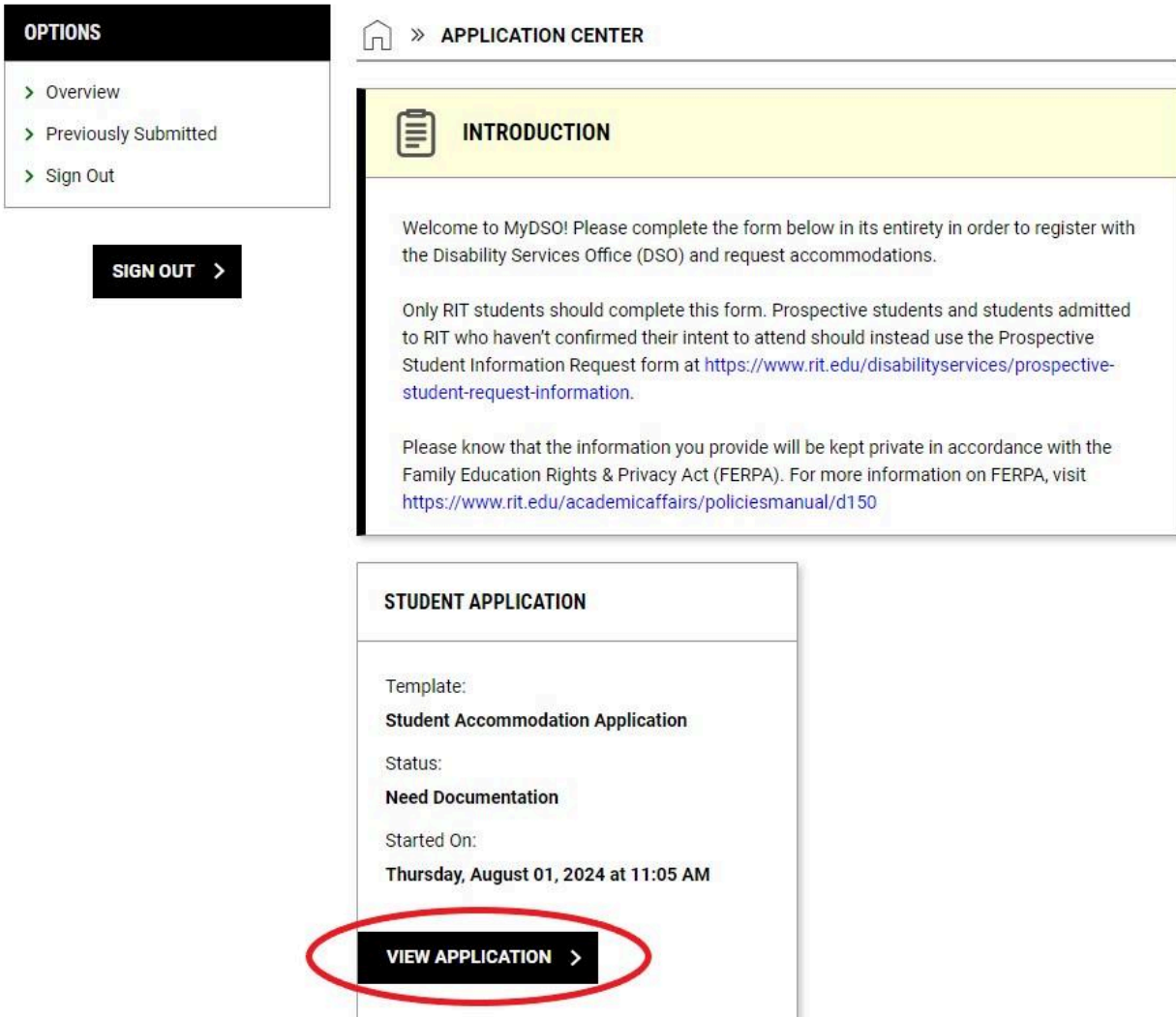


Image description: A screenshot of MyDSO Applicant Center. It displays a section titled “OVERVIEW” with a welcome message instructing users to complete a form to register with the Disability Services Office. There is a box labeled “STUDENT APPLICATION” and a button labeled “VIEW APPLICATION” is circled in red for emphasis.

11. You will be directed to the questionnaire page and should click the “FILES” button.

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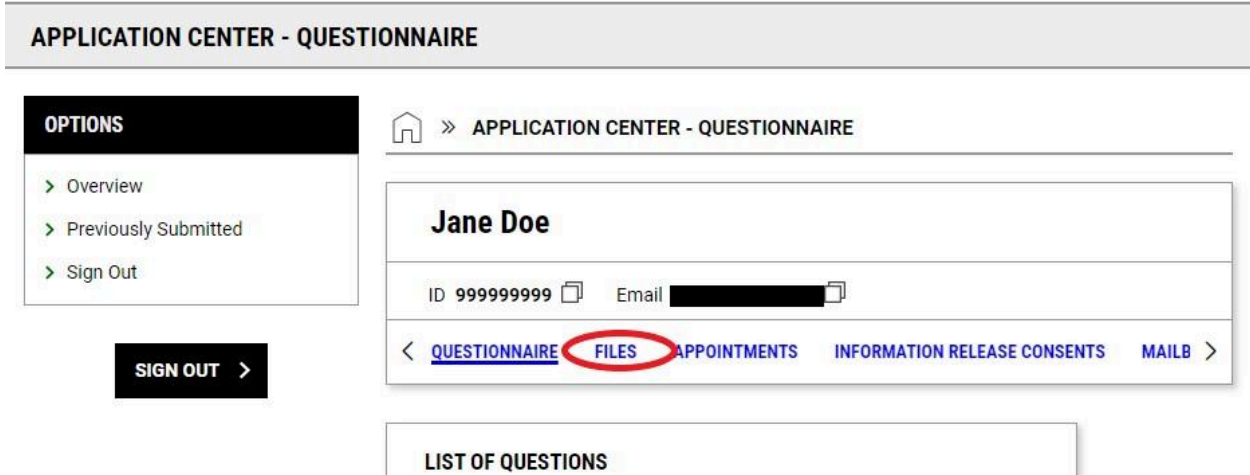


Image description: A screenshot from the MyDSO Portal. It shows a section titled “STUDENT APPLICATION - QUESTIONNAIRE” with various options like Overview, Questionnaire, Files, Appointments, and Mailbox. **Files** is circled in red for emphasis.

12. When uploading documentation, be sure to title the file with your first and last name and the type of documentation. (e.g. **Jane Doe IEP**), select the file, and press the **“UPLOAD FILE”** button.

UPLOAD FILE

FILE INFORMATION

File Title * :

Select File * : ?

Choose File No file chosen

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select **“Review and Submit Application.”**

UPLOAD FILE > **REVIEW AND SUBMIT APPLICATION >**

Image description: a screenshot with two highlighted sections. The first section, labeled “UPLOAD FILE,” includes fields for “File Title” and “Select File,” both are circled in red for emphasis. The second section, labeled “FORM SUBMISSION,” features an “UPLOAD FILE” button which is circled in red for emphasis. There is a note stating that documentation is not required to submit the application. If documentation is unavailable, users can select “Review and Submit Application.”

13. You will be directed to the next page, and you will see that your documentation has been uploaded. You can upload multiple files if necessary. Once all documentation is uploaded, click the **“REVIEW AND SUBMIT APPLICATION”** button.

File Title	Date Uploaded	File Type	Size
Documentation	08/01/2024 at 11:36 AM	Image (JPEG)	65 KB

UPLOAD FILE

FILE INFORMATION

File Title * :

Select File * : ?

No file chosen

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select **“Review and Submit Application.”**

Image description: a screenshot shows a web page interface for uploading and submitting a document. One document has been uploaded. It includes fields for “File Title” and “Select File,” with no file chosen yet. Below, there’s a section titled “Form Submission” and the button labeled “Review and Submit Application” is circled in red for emphasis.

14. You will be redirected to the review page. You can review your application at this time and see the number of files uploaded. Click the “**SUBMIT APPLICATION**” button to continue.

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APPLICATION CENTER - REVIEW BEFORE SUBMITTING

The screenshot shows a web interface for reviewing an application. On the left, there is a sidebar with an 'OPTIONS' menu containing 'Overview', 'Previously Submitted', and 'Sign Out'. Below the menu is a 'SIGN OUT >' button. The main content area has a breadcrumb trail: 'APPLICATION CENTER - REVIEW BEFORE SUBMITTING'. Below this, the user's name 'Jane Doe' is displayed. Underneath, there are fields for 'ID 999999999' and 'Email' (redacted). A navigation bar contains links for 'OVERVIEW', 'QUESTIONNAIRE', 'FILES', and 'SUBMIT APPLICATION'. A yellow notification banner with a document icon states 'APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED'. Below the notification are two panels: 'FILES' showing '1 Number of Files Uploaded' and 'FORM SUBMISSION' which contains a 'SUBMIT APPLICATION >' button circled in red.

Image description: a screenshot of a webpage labeled “APPLICATION CENTER - REVIEW BEFORE SUBMITTING.” A red notification states “IMPORTANT: YOUR APPLICATION IS NOT YET SUBMITTED”. Below, there’s a section titled ‘FILES’ indicating 1 file uploaded. A red circle highlights the ‘SUBMIT APPLICATION’ button.

15. There is one final confirmation necessary. Please click the “**CONFIRM**” button to confirm your submission.

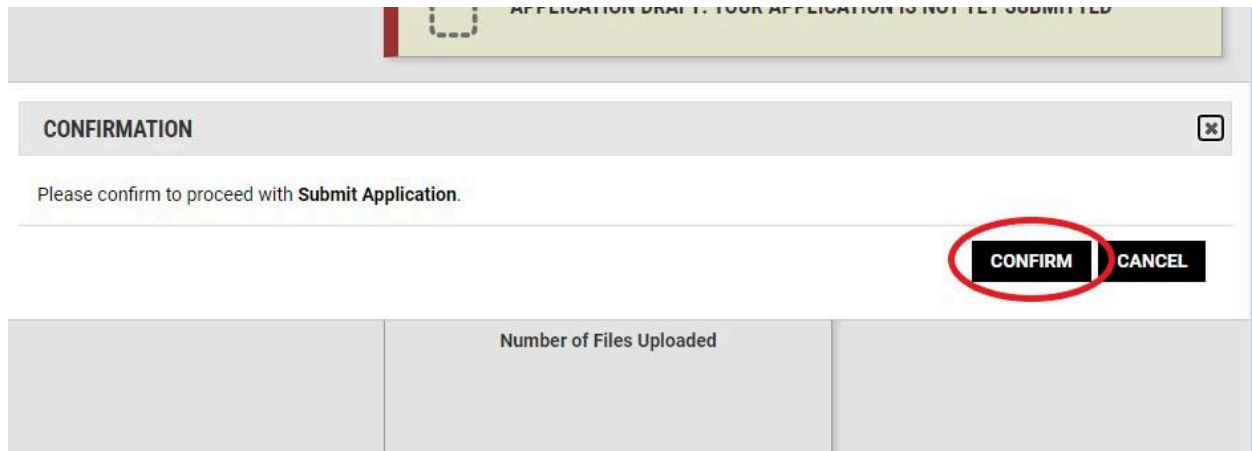


Image description: a screenshot of a dialog box with the header “CONFIRMATION.” It prompts the user to confirm their action to proceed with submitting an application. There are two buttons at the bottom: one circled in red labeled “CONFIRM,” and the other labeled “CANCEL.”

16. You will see a green check mark indicating that your application was successfully submitted. An Access Coordinator will reach out to discuss your application.

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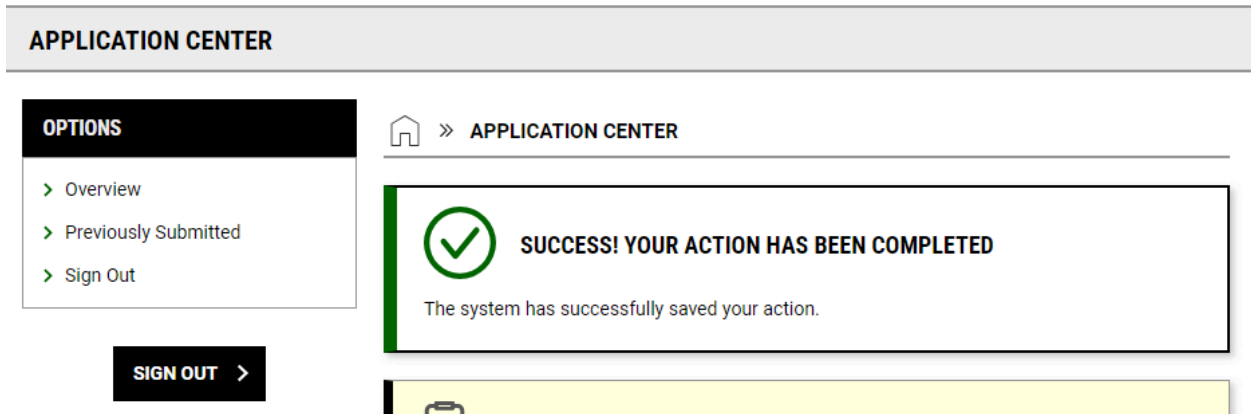


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