

How to Upload Documentation

Documentation can be added via the [Application Center](#) following the steps below.

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 portion and "Password" with a masked portion 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.

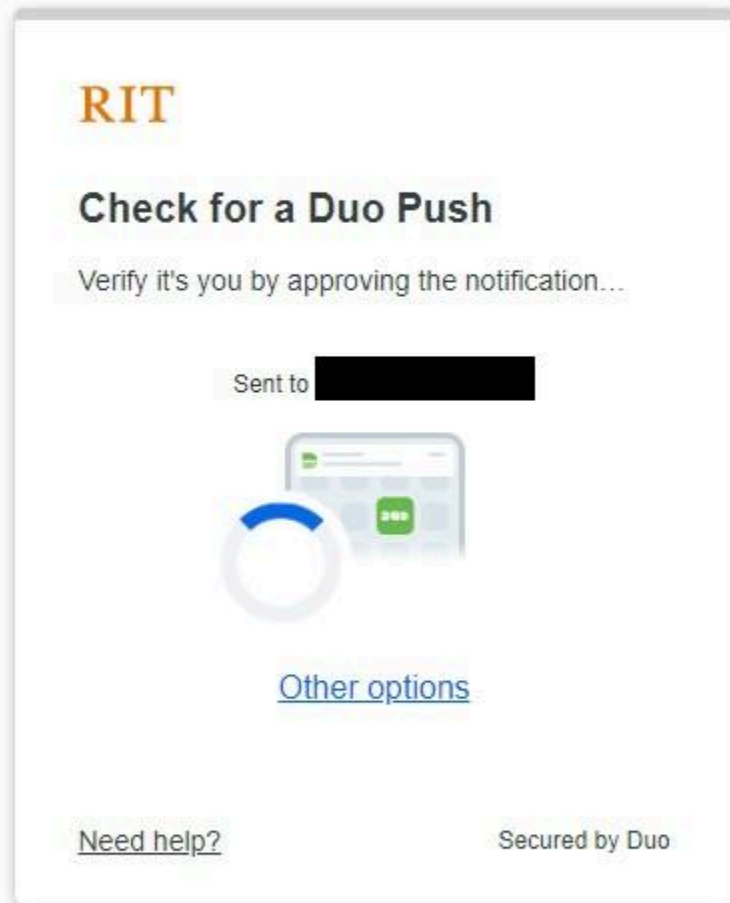


Image description: a screenshot of a two-factor authentication screen. It prompts the user to “Check for a Duo Push” and verify their identity by approving the notification on their smartphone. The screen includes a visual of a smartphone with a green checkmark, options for “Other options,” and a link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

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

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 APPLICATION

Template:
Student Accommodation Application

Status:
Need Documentation

Started On:
Thursday, August 01, 2024 at 11:05 AM

VIEW 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 “VIEW APPLICATION” is circled in red for emphasis.

4. You will be directed to the questionnaire page and should click the **FILES** button.

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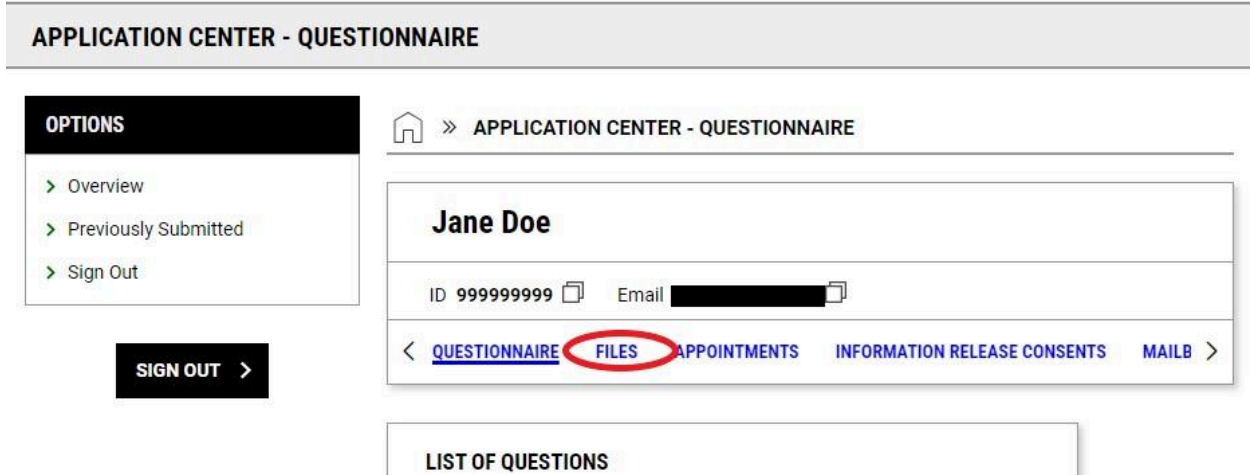


Image description: A screenshot from the MyDSO Portal. It shows a section titled “STUDENT APPLICATION - QUESTIONNAIRE” with various options like Overview, Questionnaire, Files, Appointments, and Mailbox. **Files** is circled in red for emphasis.

- 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.”

- 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.

7. 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 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, there 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.

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

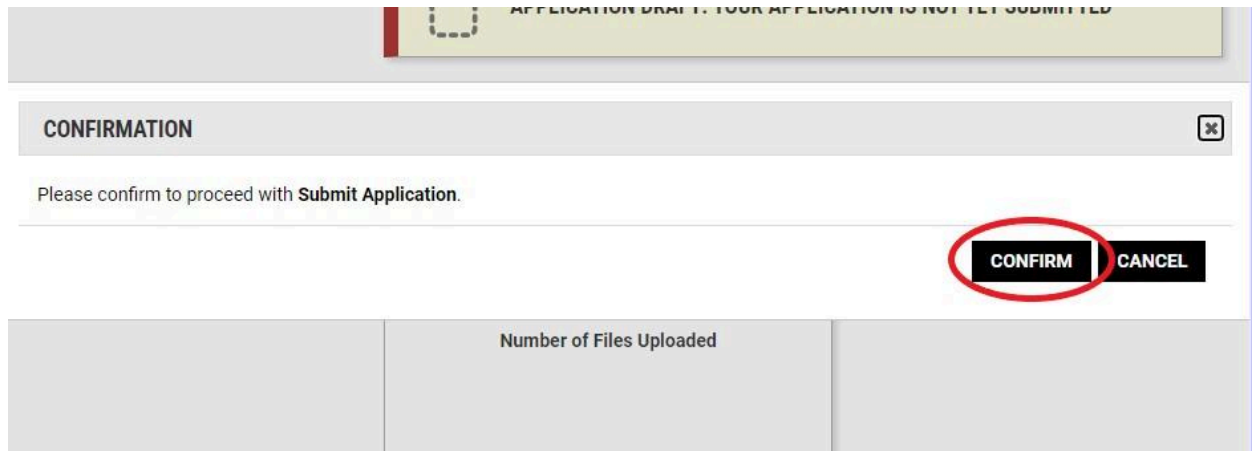


Image description: a screenshot of a dialog box with the header “CONFIRMATION.” It prompts the user to confirm their action to proceed with submitting an application. There are two buttons at the bottom: one circled in red labeled “CONFIRM,” and the other labeled “CANCEL.”

9. 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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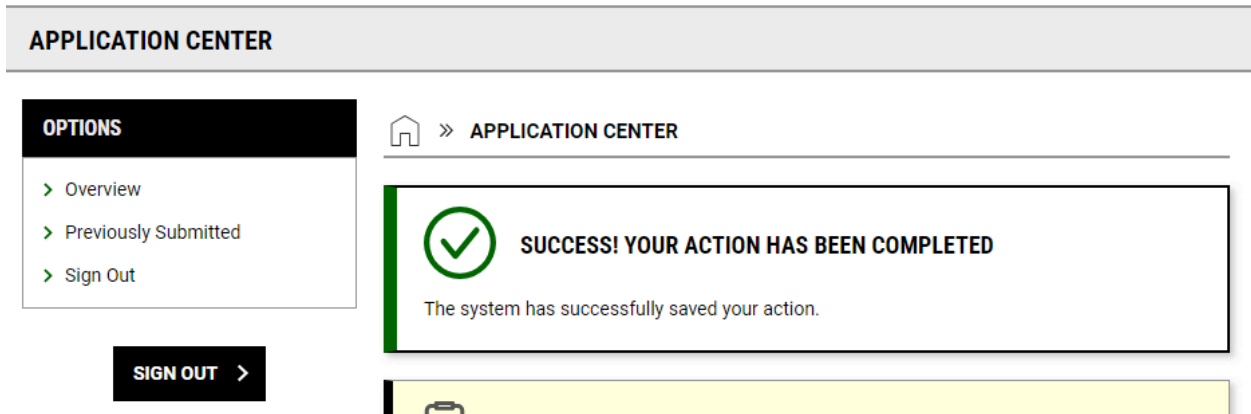


Image description: a screenshot of a confirmation message. It is within a green-bordered box with a checkmark symbol and states, "SUCCESS! YOUR ACTION HAS BEEN COMPLETED. The system has successfully saved your action." Options like 'Previously Submitted' and 'Sign Out' are listed on the left side.