

How to Request/Modify Accommodations

If you have approved a test, classroom, or other academic accommodations in place via DSO, you need to request them in each class every semester in order to use them. Students have the ability to customize which accommodations they use for each individual class, and only those accommodations students select will be emailed to faculty. After a student requests to use accommodations via the steps below, DSO sends accommodation notification letters to faculty (with students CCed). This is the point at which your accommodations are active and usable.

1. 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. On your Dashboard, you will see the requests you have made for the current semester. Click "**List Requests**" on the left hand side to see all available semesters.

RIT | Division of Student Affairs
Disability Services Office

OVERVIEW

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ACCOMMODATIONS

- > **List Requests**

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**Accommodation Requests
2023-2024 - SUMMER**

0

Number of Requests

+

Add Requests

No Accommodation Request Found
for 2023-2024 - Summer

ACCESS COORDINATOR

Name
[REDACTED]

Phone
[REDACTED]

Email
[Send Email](#)

Schedule An Appointment
 [Request An Appointment](#)

Pronoun
she/her

3. Click the plus sign to add requests for the current and upcoming semesters.

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ACCOMMODATION REQUESTS

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
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ACCOMMODATIONS

- > List Requests

» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

2023-2024 - SUMMER		2024-2025 - FALL	
0		0	
Number of Requests	Add Requests	Number of Requests	Add Requests for 7 Classes
No Accommodation Request Found for 2023-2024 - Summer		No Accommodation Request Found for 2024-2025 - Fall	

4. You will be redirected to an accommodation request page. Here you will see a list of your courses. Select each course that you plan to use accommodations in. You will be able to customize accommodations for specific classes.

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Previous Term Term: 2024-2025 - Fall

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ACCOMMODATIONS

- > List Requests

IMPORTANT DATES

September 02
Labor Day - Office Closed
Closed All Day.

VIEW ALL >

SIGN OUT >

ACCOMMODATION REQUESTS

How to Request Accommodations ▾

STEP: SELECT COURSES

- [Redacted Course]
- [Redacted Course]
- [Redacted Course]
- [Redacted Course]
- [Redacted Course]
- [Redacted Course]
- [Redacted Course]

Apply the same accommodations to all selected courses.

CONTINUE TO NEXT STEP >

- For each course, check the box(es) for the accommodations you plan to use. You can choose to "Select All" or indicate you will not be using accommodations for a specific course.

» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

Previous Term		Term: 2024-2025 - Fall	
<p>Course Title: [REDACTED]</p> <p>Course Detail ▾</p>	<p>Course Title: [REDACTED]</p> <p>Course Detail ▾</p>	<p>Course Title: [REDACTED]</p> <p>Course Detail ▾</p>	
SELECT ACCOMMODATIONS			
<p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> Access to DSO Test Center - Student Must Reserve at Least 4 Business Days in Advance</p> <p><input checked="" type="checkbox"/> [REDACTED]</p> <p><input type="checkbox"/> [REDACTED]</p> <p><input type="checkbox"/> [REDACTED]</p>	<p><input checked="" type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> [REDACTED]</p> <p><input checked="" type="checkbox"/> [REDACTED]</p> <p><input checked="" type="checkbox"/> [REDACTED]</p> <p><input checked="" type="checkbox"/> [REDACTED]</p>	<p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> [REDACTED]</p> <p><input type="checkbox"/> [REDACTED]</p> <p><input type="checkbox"/> [REDACTED]</p> <p><input checked="" type="checkbox"/> [REDACTED]</p>	
<p><input type="checkbox"/> I do not need accommodation for this course: [REDACTED]</p>	<p><input type="checkbox"/> I do not need accommodation for this course: [REDACTED]</p>	<p><input type="checkbox"/> I do not need accommodation for this course: [REDACTED]</p>	

6. Select "**SUBMIT REQUEST**" to finalize your selections.



The image shows a screenshot of a web form interface. At the top, there is a yellow header bar with the text "STEP: FINAL STEP". Below this, there are two buttons: "SUBMIT REQUEST >" and "START OVER >". The "SUBMIT REQUEST >" button is highlighted with a red oval, indicating it is the action to be taken.

7. If you are modifying or canceling a request you already made, log onto the MyDSO Student portal (bachelor.accessiblelearning.com/RIT).
8. On your Dashboard, you will see the requests you have made for the current semester. Click "**List Requests**" on the left hand side to see all available semesters.

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ACCOMMODATIONS

- > **List Requests**

Accommodation Requests
2023-2024 - SUMMER

0
Number of Requests

[Add Requests](#)

No Accommodation Request Found
for 2023-2024 - Summer

ACCESS COORDINATOR

Name
[REDACTED]




Phone
[REDACTED]

Email
[Send Email](#)

Schedule An Appointment
[Request An Appointment](#)

Pronoun
she/her

» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

2023-2024 - SUMMER		2024-2025 - FALL	
0		1	
Number of Requests	Add Requests	Number of Requests	Add Requests
<p>No Accommodation Request Found for 2023-2024 - Summer</p>		View Request Detail	
		List of Accommodation Requests:	
		<ul style="list-style-type: none">• 	

Previous Term Term: 2024-2025 - Fall

ACCOMMODATION REQUESTS

How to Request Accommodations ▼

The following classes which accommodations were requested by the student:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

Status:
Approved - Notification Scheduled

Course Title:
[Redacted]

Available Action:
Modify Request

Request Summary ▼

Course Detail ▼

Accommodation Requested:
• [Redacted]
• [Redacted]

⌆

[Redacted]

Status:
Approved - Notification Scheduled

Course Title:
[Redacted]

Available Action:
Modify Request

Request Summary

Course Detail

Accommodation Requested:
• [Redacted]
• [Redacted]

⌆

ACCOMMODATIONS
Important Note: All changes to approved accommodation request will be placed under Pending Changes status for review.
SELECT ACCOMMODATIONS *
<input checked="" type="checkbox"/> [Redacted] <input checked="" type="checkbox"/> [Redacted]
UPDATE REQUEST >
CANCEL REQUEST >