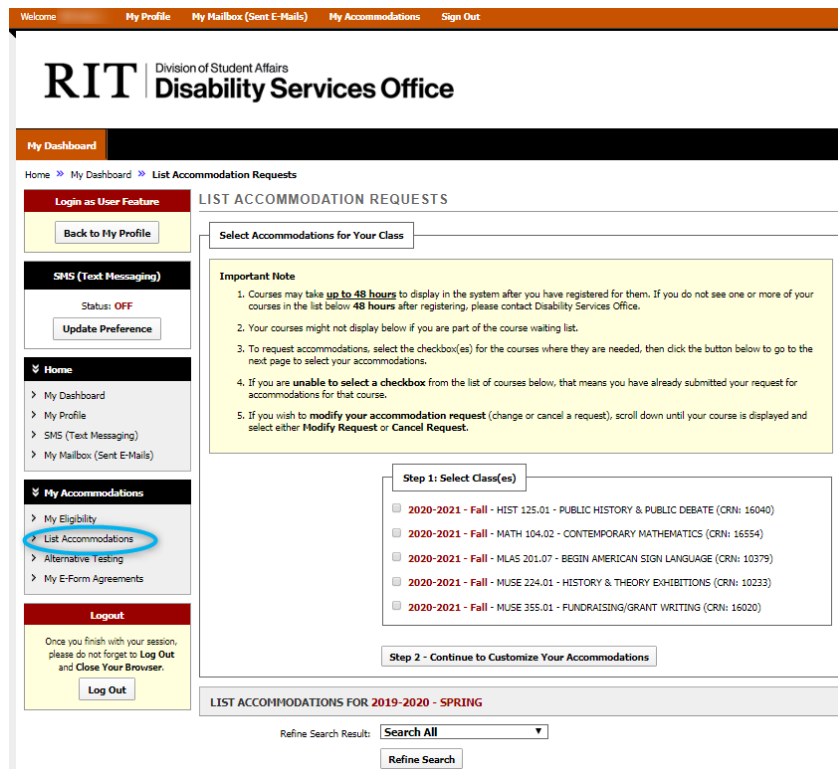


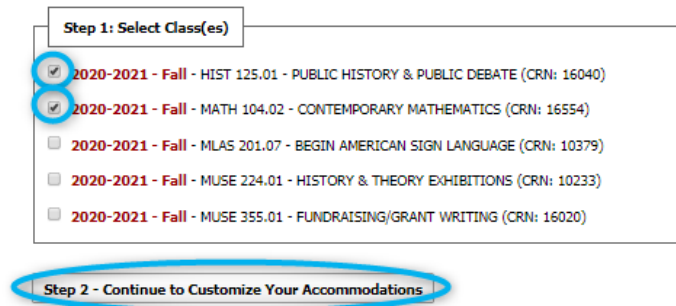
How to Request Accommodations/Eligibilities

Before requesting accommodations/eligibilities you must first register with the Disability Services Office at bachelor.accessiblelearning.com/RIT/ApplicationStudent.aspx.

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. From **My Accommodations** in the left sidebar, select **List Accommodations**.



3. Click the boxes in front of each class for which you want to, then click the button **Step 2 – Continue to Customize Your Accommodations**.



4. Each of your selected classes will be listed separately, followed by a box labeled **Select Accommodation(s) for** _____.
 - a. Click the box for all accommodations you wish to utilize for each class. If you have testing accommodation(s), they are collectively listed as "Alternative Testing." Classroom accommodations are listed separately. Housing and other 'non-academic' accommodations will not be listed, since they do not apply to classes.
 - b. After making selections, press the **Submit Your Accommodation Requests** button.

My Dashboard

Home » My Dashboard » Overview

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

HIST 125.01 - Public History & Public Debate (CRN: 16040)

Instructor(s): [Redacted]
 Days and Time(s): **MWF at 09:00 AM - 09:50 AM**
 Date Range(s): **08/24/2020 - 12/07/2020**
 Location(s): **012 3235 (Campus: MAIN)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for HIST 125.01

Alternative Testing Personal Laptop or Tablet (with stylus) Use Permitted During Class

MATH 104.02 - Contemporary Mathematics (CRN: 16554)

Instructor(s): [Redacted]
 Days and Time(s): **Not Specified**
 Date Range(s): **08/24/2020 - 12/07/2020**
 Location(s): **ONLINE ONLINE (Campus: MAIN)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

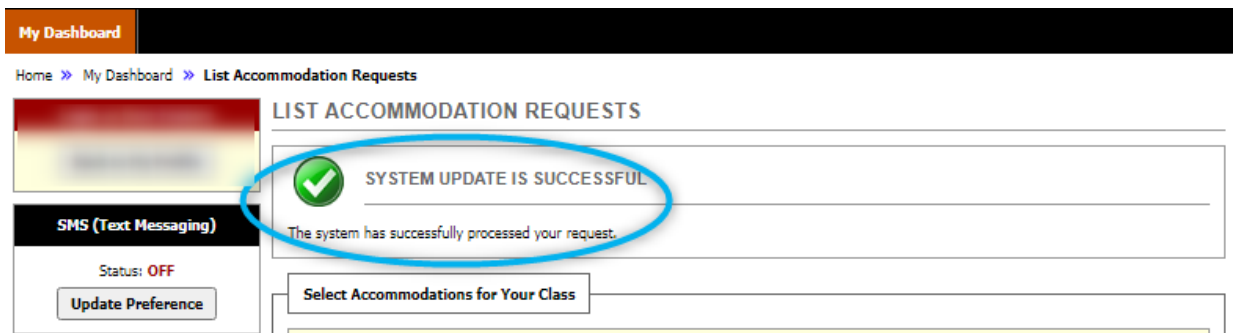
Select Accommodation(s) for MATH 104.02

Alternative Testing Personal Laptop or Tablet (with stylus) Use Permitted During Class

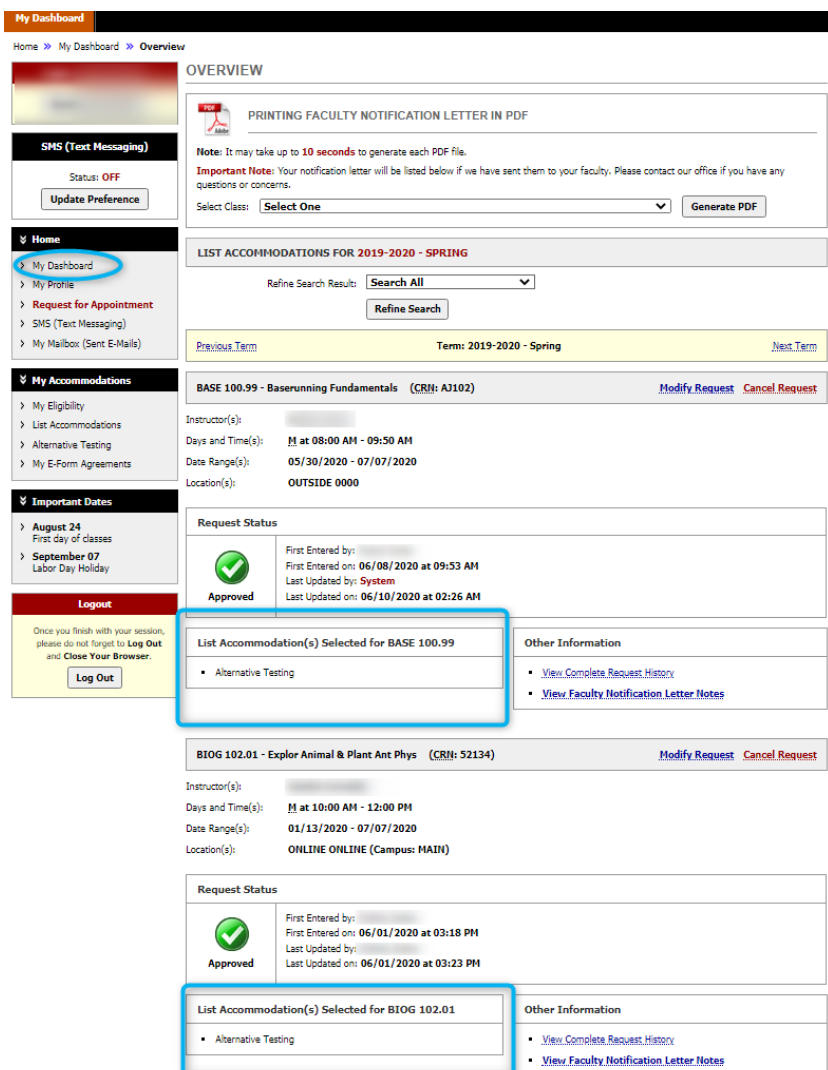
Submit Your Accommodation Requests **Back to Overview**

Note: You do **not** have to select all of your accommodations for each class, but are able to choose the accommodations you need.

- 5. You will see a green-circled checkmark in the **Request** Status box to let you know that the request(s) have been submitted to the queue. Disability Services Office staff will then send all notification letters to faculty shortly before the start of each term, with updates sent as needed throughout the semester.



- 6. At any time after submitting this request, you may see which accommodations you've selected for a specific class by clicking **My Dashboard** in the left-hand sidebar, and scrolling down to view the accommodations listed for each class.



7. If you need to change which of your eligible accommodations you've requested in a class, click **Modify Request**.

My Dashboard

Home » My Dashboard » Overview

OVERVIEW

SMS (Text Messaging)

Status: **OFF**

[Update Preference](#)

Home

- My Dashboard
- My Profile
- Request for Appointment**
- SMS (Text Messaging)
- My Mailbox (Sent E-Mails)

My Accommodations

- My Eligibility
- List Accommodations
- Alternative Testing
- My E-Form Agreements

Important Dates

- August 24**
First day of classes
- September 07**
Labor Day Holiday

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.

Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: [Generate PDF](#)

LIST ACCOMMODATIONS FOR 2019-2020 - SPRING

Refine Search Result: [Refine Search](#)

[Previous Term](#) Term: 2019-2020 - Spring [Next Term](#)

BASE 100.99 - Baserunning Fundamentals (CRN: AJ102) [Modify Request](#) [Cancel Request](#)


Instructor(s): [REDACTED]

Days and Time(s): **M** at 08:00 AM - 09:50 AM

Date Range(s): **05/30/2020 - 07/07/2020**

Location(s): **OUTSIDE 0000**

Request Status

 **Approved**

First Entered by: [REDACTED]

First Entered on: **06/08/2020 at 09:53 AM**

Last Updated by: **System**

Last Updated on: **06/10/2020 at 02:26 AM**

List Accommodation(s) Selected for BASE 100.99

- Alternative Testing

Other Information


- [View Complete Request History](#)
- [View Faculty Notification Letter Notes](#)

8. Check or un-check accommodations as needed, then press **Update Request**.

My Dashboard

Home » My Dashboard » List Accommodation Requests

LIST ACCOMMODATION REQUESTS


 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

ARTH 136.11 - Histwstart:renaissance-Modern (CRN: 55176) [Cancel Request](#)

Instructor(s): [Redacted]
Days and Time(s): **F at 10:00 AM - 12:50 PM**
Date Range(s): **01/13/2020 - 04/27/2020**
Location(s): **001 2000 (Campus: MAIN)**

Request Status

 **Approved**

First Entered by: [Redacted]
First Entered on: **04/27/2020 at 02:24 PM**
Last Updated by: **System**
Last Updated on: **05/29/2020 at 08:33 PM**

Select Accommodation(s) for ARTH 136.11

<input checked="" type="checkbox"/> Advance Access to Assignments	<input type="checkbox"/> Alternate Seating Option May be Required	<input type="checkbox"/> Alternative Testing
<input checked="" type="checkbox"/> Class Presentation Modification	<input checked="" type="checkbox"/> Classroom Must be Well-Lit	<input type="checkbox"/> Extended Time 1.5X on In-Class Timed Written Assignments

Important Note

Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.

To view all pending request submitted for this class, please use the following link: [View Pending Request\(s\)](#).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

[Update Request](#) [Cancel Request](#) [Back to List](#)

[View Request History in Detail](#)

9. Your new request will enter the queue for processing by Disability Services Office staff and will be sent to faculty within three business days. You will see a green-circled checkmark at the top of the screen to indicate that your request was submitted. The **Request Status** below your class will show as **Pending**, and the yellow box below this status will list which accommodations have been removed and/or added.

My Dashboard

Home > My Dashboard > List Accommodation Requests

LIST ACCOMMODATION REQUESTS

YOUR REQUEST WAS SUBMITTED SUCCESSFULLY

The system has received your request and it will be reviewed by staff. If you have not received an email regarding your request within **3 business days**, please contact our office.

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Services Office.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- [Requested] 2019-2020 - Spring - BIOL 102.01 - EXPLOR ANIMAL & PLANT ANT
PARTS (CRN: 52134)
- [Requested] 2019-2020 - Spring - GGCI 102.01 - SCIENCE EXPLORATION II (CRN:
52913)
- [Requested] 2019-2020 - Spring - SWEN 256.02 - SW PROCESS AND PROJECT
MANAGE (CRN: 52887)
- 2019-2020 - Spring - SWEN 261.03 - INTRO TO SOFTWARE ENGINEERING (CRN:
52955)

Step 2: Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR 2019-2020 - SPRING

Refine Search Result: Search All

Refine Search

Previous Term Term: 2019-2020 - Spring Next Term

ARTH 136.11 - Mittelstrat:renaissance-Modern (CRN: 55176) [Modify Request](#) [Cancel Request](#)

Instructor(s):

Days and Time(s): **F** at 10:00 AM - 12:50 PM

Date Range(s): 01/13/2020 - 04/27/2020

Request Status

Pending

First Entered by: [Redacted]
 First Entered on: 04/27/2020 at 02:24 PM
 Last Updated by: System
 Last Updated on: 05/29/2020 at 08:33 PM

Pending Approval

Request Submitted on Wednesday, June 10, 2020 at 03:05:52 PM by [Redacted]

- Alternative Testing is Removed.
- Advance Access to Assignments is Added.
- Class Presentation Modification is Added.
- Classroom Must be Well-Lit is Added.

Available Action(s): [Cancel Pending Request](#)


List Accommodation(s) Selected for ARTH 136.11

- Alternative Testing

Other Information

- [View Complete Request History](#)

10. If you no longer need to change your original accommodations request, press the **Cancel Pending Request** button.

ARTH 136.11 - Histwstart:renaissance-Modern (CRN: 55176)		Modify Request Cancel Request
Instructor(s): [REDACTED]		
Days and Time(s): F at 10:00 AM - 12:50 PM		
Date Range(s): 01/13/2020 - 04/27/2020		
Location(s): 001 2000 (Campus: MAIN)		
Request Status		
 Pending	First Entered by: [REDACTED] First Entered on: 04/27/2020 at 02:24 PM Last Updated by: System Last Updated on: 05/29/2020 at 08:33 PM	
Pending Approval		
Request Submitted on Wednesday, June 10, 2020 at 03:05:52 PM by [REDACTED]		
<ul style="list-style-type: none">▪ Alternative Testing is Removed.▪ Advance Access to Assignments is Added.▪ Class Presentation Modification is Added.▪ Classroom Must be Well-Lit is Added.		
Available Action(s) Cancel Pending Request		
List Accommodation(s) Selected for ARTH 136.11		Other Information
<ul style="list-style-type: none">▪ Alternative Testing		<ul style="list-style-type: none">▪ View Complete Request History

11. You will see the green-circled checkmark at the top of the screen and your **Request Status** will return to the previous **Approved** status.

The screenshot shows the 'List Accommodation Requests' page. At the top, a green checkmark in a circle is highlighted with a blue box, next to the text 'SYSTEM UPDATE IS SUCCESSFUL'. Below this, a message states 'The system has successfully processed your request.' A blue box also highlights the 'Select Accommodations for Your Class' section. In the 'Request Status' section, a green checkmark in a circle is highlighted with a blue box, next to the word 'Approved'. Below this, the 'First Entered by:' is 'System' and the 'Last Updated on:' is '05/29/2020 at 08:33 PM'. The 'List Accommodation(s) Selected for ARTH 136.11' includes 'Alternative Testing'. The 'Other Information' section includes a link to 'View Complete Request History'.

12. If you would like to cancel all of your accommodations in a class, click the **Cancel Request** link in the grey bar with the course name/number.

My Dashboard

Home » My Dashboard » List Accommodation Requests

SMS (Text Messaging)

Status: **OFF**

Update Preference

Home

- › My Dashboard
- › My Profile
- › Request for Appointment
- › SMS (Text Messaging)
- › My Mailbox (Sent E-Mails)

My Accommodations

- › My Eligibility
- › List Accommodations
- › Alternative Testing
- › My E-Form Agreements

Important Dates

- › **August 24**
First day of classes
- › **September 07**
Labor Day Holiday

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

LIST ACCOMMODATION REQUESTS

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Services Office.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- [\[Requested\] 2019-2020 - Spring - BIOG 102.01 - EXPLOR ANIMAL & PLANT ANT PHYS \(CRN: 52134\)](#)
- [\[Requested\] 2019-2020 - Spring - GSCI 102.01 - SCIENCE EXPLORATION II \(CRN: 52331\)](#)
- [\[Requested\] 2019-2020 - Spring - SWEN 256.02 - SW PROCESS AND PROJECT MANAGE \(CRN: 53089\)](#)
- [2019-2020 - Spring - SWEN 261.03 - INTRO TO SOFTWARE ENGINEERING \(CRN: 52905\)](#)

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR 2019-2020 - SPRING

Refine Search Result: Search All v

Refine Search

[Previous Term](#) Term: 2019-2020 - Spring [Next Term](#)

ARTH 136.11 - Histwstart:renaissance-Modern (CRN: 55176)	Modify Request Cancel Request
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Instructor(s): [Redacted]
 Days and Time(s): **F** at 10:00 AM - 12:50 PM
 Date Range(s): **01/13/2020 - 04/27/2020**
 Location(s): **001 2000 (Campus: MAIN)**

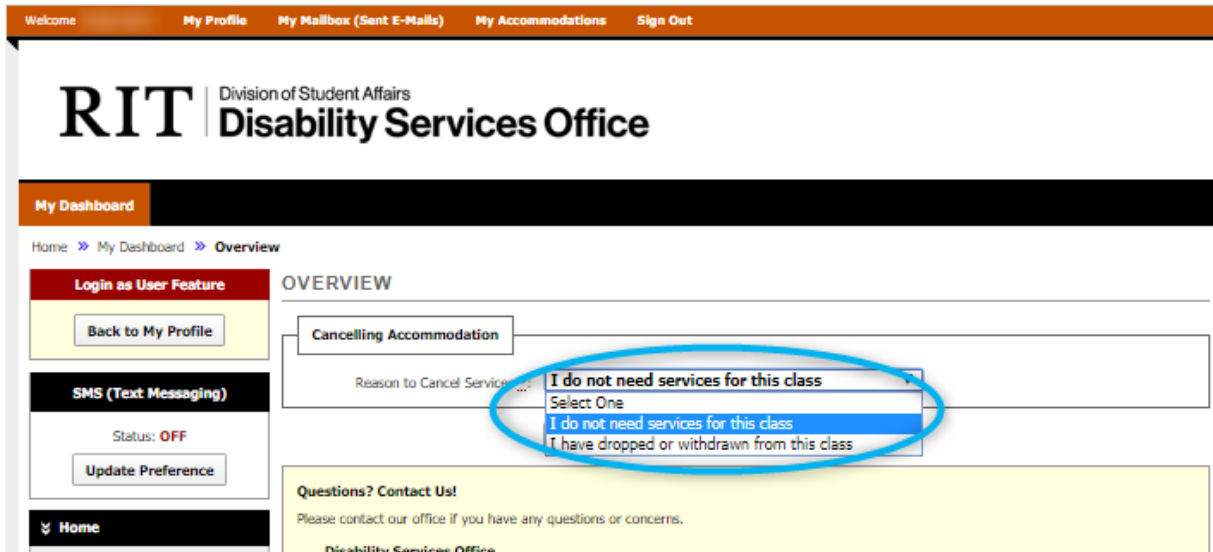
Request Status

✔
Approved

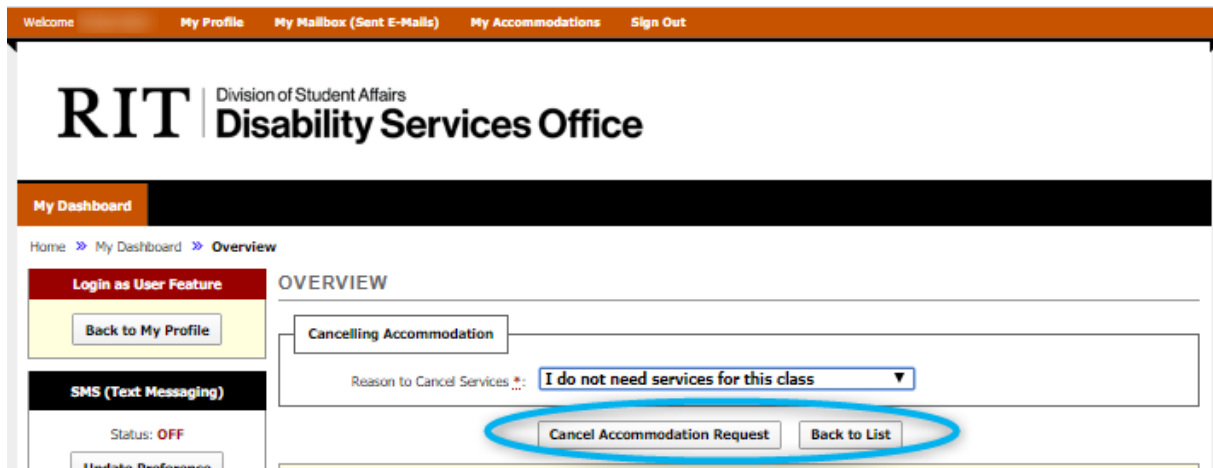
First Entered by: [Redacted]
 First Entered on: **04/27/2020 at 02:24 PM**
 Last Updated by: **System**
 Last Updated on: **05/29/2020 at 08:33 PM**

List Accommodation(s) Selected for ARTH 136.11	Other Information
<ul style="list-style-type: none"> ▪ Alternative Testing 	<ul style="list-style-type: none"> ▪ View Complete Request History

13. You will need to select a **Reason to Cancel Services** from the drop-down menu.



14. Then press **Cancel Accommodation Request** to submit the cancellation, or press **Back to List** to abort the cancellation request.



15. You will see the green-circled checkmark to indicate that your request has been submitted.

The screenshot displays the user dashboard for the RIT Disability Services Office. At the top, a navigation bar includes links for 'Welcome', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The main header features the RIT logo and the text 'Division of Student Affairs Disability Services Office'. Below this, a 'My Dashboard' section is highlighted. The breadcrumb trail shows 'Home >> My Dashboard >> Overview'. On the left sidebar, there are sections for 'Login as User Feature' with a 'Back to My Profile' button, 'SMS (Text Messaging)' with a status of 'OFF' and an 'Update Preference' button, and a 'Home' menu with links to 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', and 'My Mailbox (Sent E-Mails)'. At the bottom of the sidebar is a 'My Accommodations' section. The main content area is titled 'OVERVIEW' and features a prominent green checkmark icon in a circle, indicating a successful request submission. The text next to the icon reads 'YOUR REQUEST WAS SUBMITTED SUCCESSFULLY'. Below this, a message states: 'The system has received your request and it will be reviewed by staff. If you have not received an email regarding your request within 3 business days, please contact our office.' A red 'Need Help?' section follows, with a message explaining that if courses are not listed, it may be due to the DSO's system not yet uploading classes, and users should wait 'up to 48 hours' for updates. At the bottom, there is a section for 'LIST ACCOMMODATIONS FOR 2019-2020 - SPRING' and a search bar with the text 'Refine Search Result: Search All' and a dropdown arrow.