

How to Schedule an Appointment in MyDSO as an Applicant

1. **If you are a student in the application process**, please log in to your application using this [link](#) to go to the Application Center. Click on the button labeled **“VIEW APPLICATION”**.

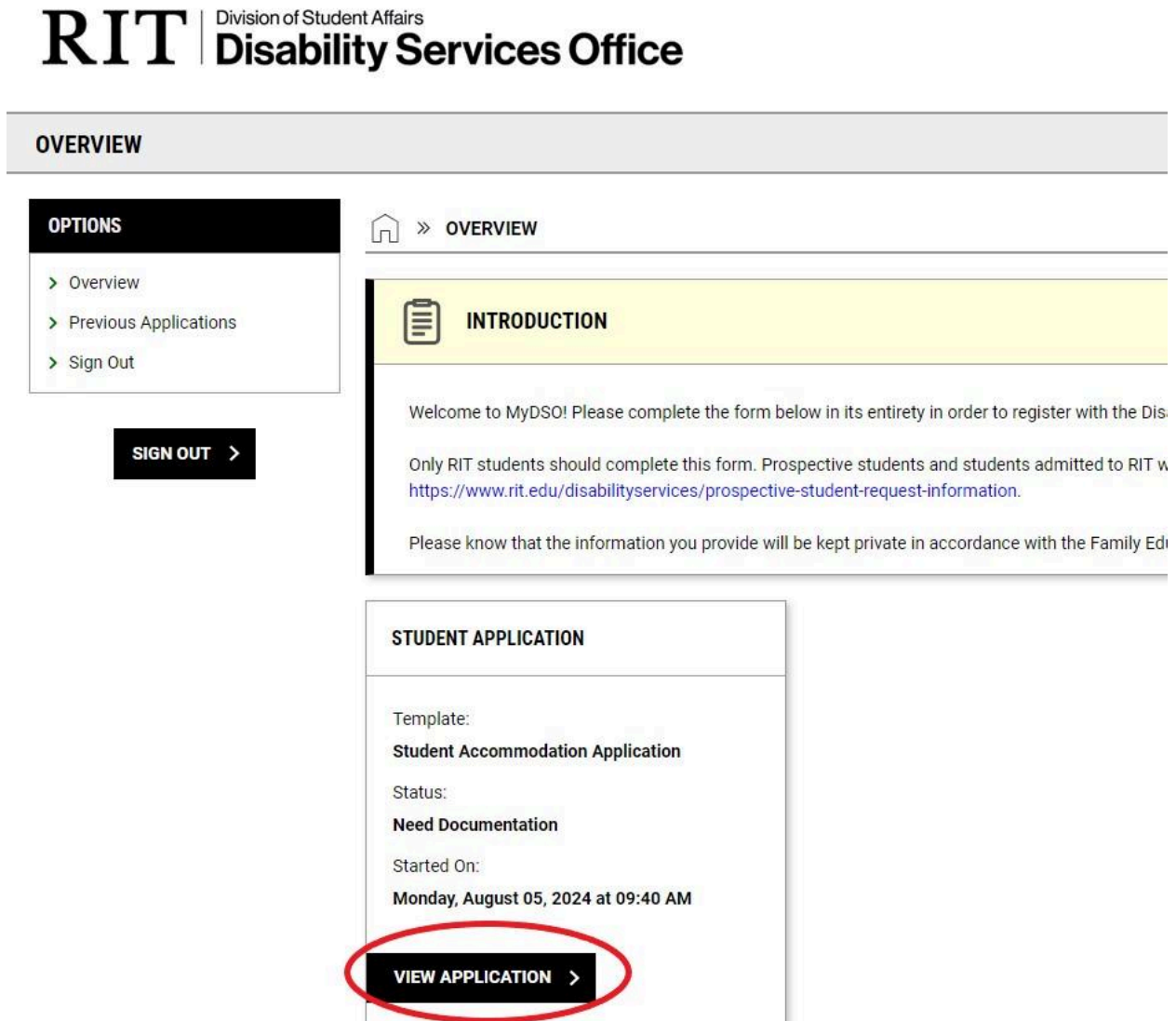


Image description: A screenshot of MyDSO Applicant Center. It displays a section titled “OVERVIEW” with a welcome message instructing users to complete a form to register with the Disability Services Office. There is a box labeled “STUDENT APPLICATION” and a button labeled “VIEW APPLICATION” is circled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

2. You will be directed to your questionnaire that you have already completed. Please click on the “**APPOINTMENTS**” link.

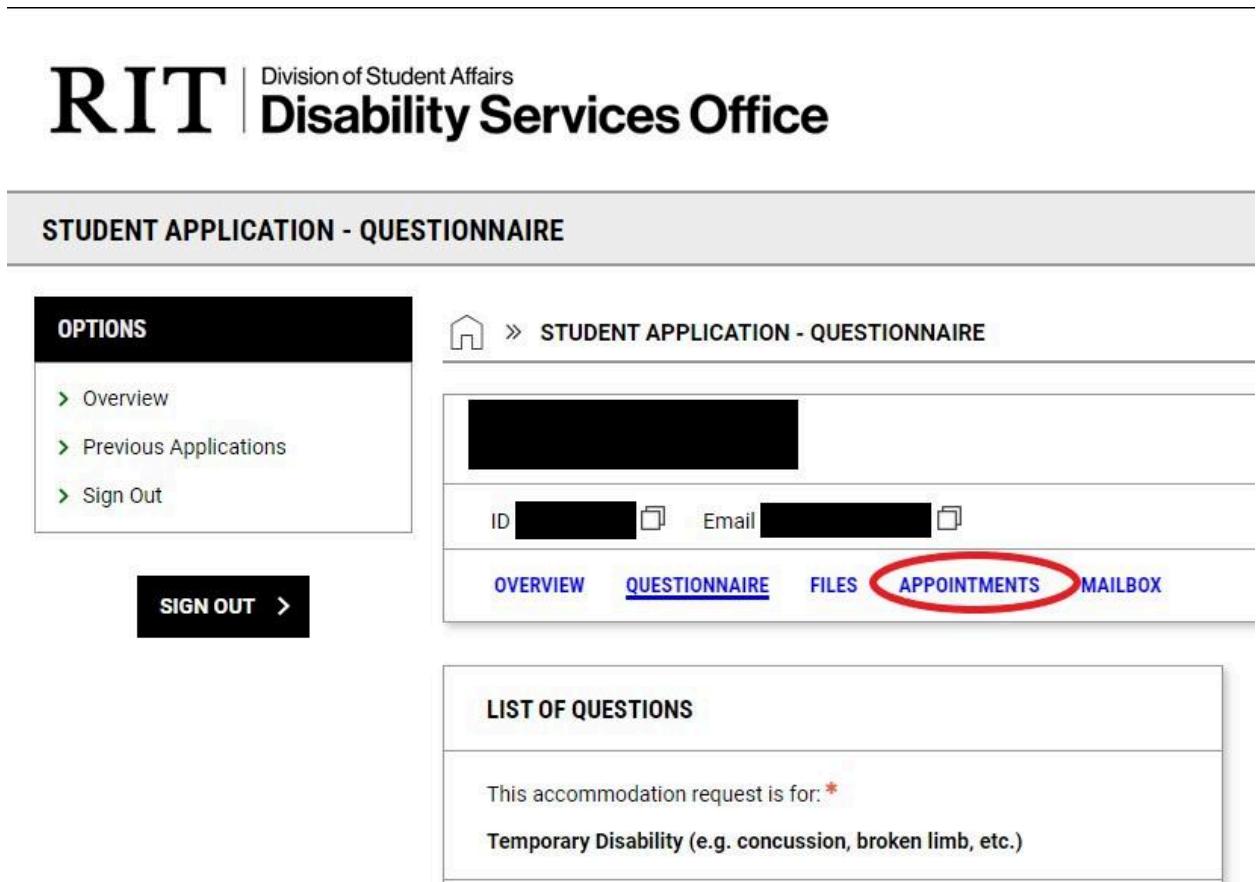


Image description: A screenshot from the MyDSO Portal. It shows a section titled “STUDENT APPLICATION - QUESTIONNAIRE” with various options like Overview, Questionnaire, Files, Appointments, and Mailbox. **Appointments** is circled in red for emphasis.

3. Click on “**REQUEST AN APPOINTMENT**” in the upper right hand corner.

RIT | Division of Student Affairs
Disability Services Office

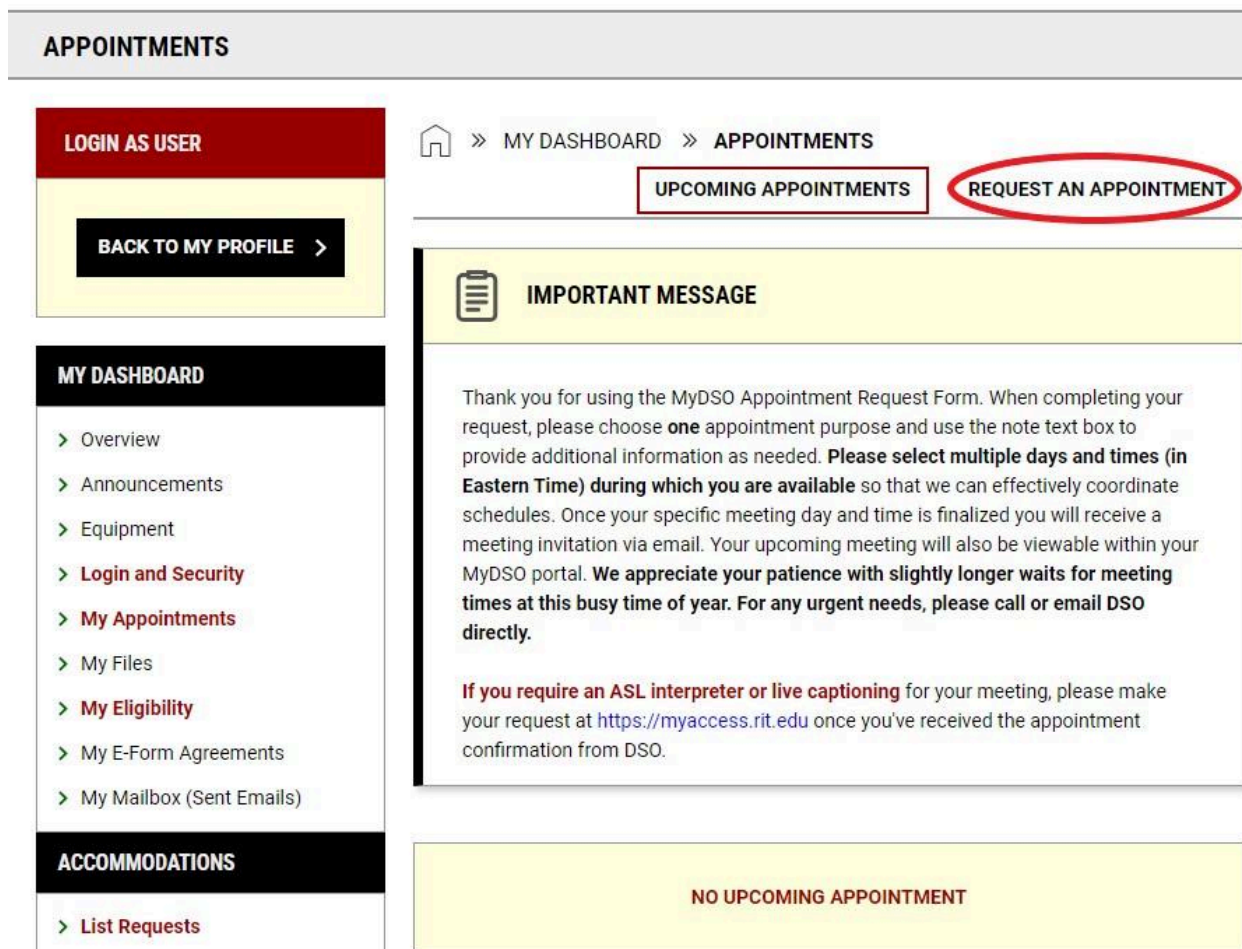


Image description: A screenshot of a webpage from MyDSO Portal. It includes navigation options like “APPOINTMENTS,” and “REQUEST AN APPOINTMENT.” There is an “IMPORTANT MESSAGE” box with a notification about appointment requests and the myAccess system. The page also has sections labeled “UPCOMING APPOINTMENTS” and “NO UPCOMING APPOINTMENTS,” indicating the user’s schedule status. In the top right hand corner, “REQUEST AN APPOINTMENT” is circled in red for emphasis.

- An appointment request will be generated, please fill out all of the requested information. This includes the type of meeting, a note, and the appointment purpose. You will also be asked to provide your availability and must select **at least seven options**.

APPOINTMENT REQUEST DETAIL

Type* :

Note Or Concerns* :

APPOINTMENT PURPOSES*

Hint: You are required to make a minimum of 1 selections and a maximum of 50 selections.

A - Intake Appointments

Current DSO Student - New/Changed Accommodation Request to Discuss (specify in note text box) Current DSO Student - New/Changed Disability Information to Discuss

New DSO Applicant - Initial Meeting to Discuss MyDSO Application Temporary injury/illness

B - Information Request

COVID-19 Accessibility-Related Question Discuss a Concern about Accommodation Use/Facilitation

General Advice/Counseling (specify in note text box)

C - Education and Training

Glean Notetaking Software Training (for students with Glean as an approved DSO accommodation) How to Request Classroom Accommodations/Send Faculty Notification Letters

How to Request or Access Digital Text Files How to Schedule a Test in the DSO Test Center

How to Use MyDSO

D - Group Meeting - May Require Additional Time for Scheduling Considerations

SELECT YOUR AVAILABILITY*

Hint: You are required to make a minimum of 7 selections and a maximum of 20 selections.

TUESDAY, AUGUST 13, 2024

08:00 AM - 09:00 AM 09:00 AM - 10:30 AM

10:30 AM - 12:00 PM 01:00 PM - 02:30 PM

02:30 PM - 04:00 PM

WEDNESDAY, AUGUST 14, 2024

08:00 AM - 09:00 AM 09:00 AM - 10:30 AM

Image description: A screenshot of the MyDSO online appointment scheduling interface. It features three main sections: "Appointment Request Detail" and "Select Your Availability" on the left, and "Appointment Purposes" on the right. The left section includes fields for entering the type of appointment, with options for in-person or Zoom, and a note section for comments. Below this is a calendar interface for selecting availability. The right section lists various reasons for appointments, such as advising, information sessions, and group meetings, each with checkboxes to select the specific purpose.

5. At the bottom of the page, click “**ADD APPOINTMENT REQUEST**” to submit the request. Your Access Coordinator will be in touch with you to confirm a meeting time.

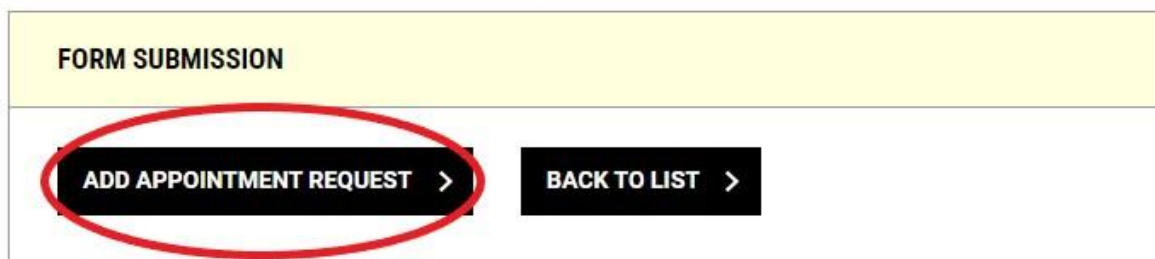


Image description: A screenshot of a box labeled “Form Submission.” There are two buttons: one labeled “ADD APPOINTMENT REQUEST” encircled in red for emphasis, and another labeled “BACK TO LIST.”