

## Faculty - Acknowledging Accommodations in MyDSO

1. Navigate to the MyDSO Faculty Portal on the main DSO webpage OR from the link at the bottom of your accommodation notification email.

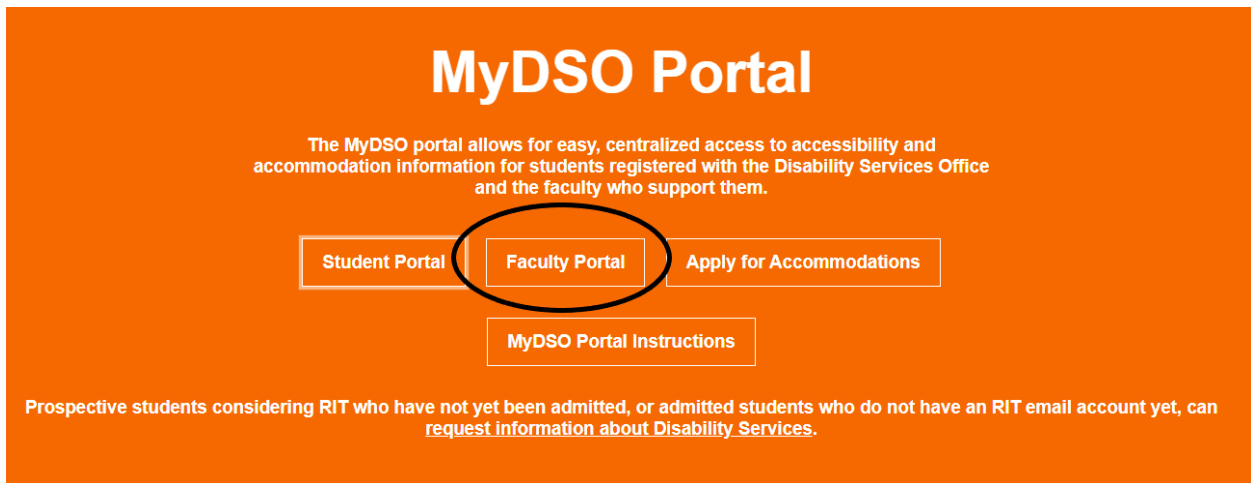


Image description: a screenshot of the MyDSO Portal. The background is orange and the text is white. There are 4 buttons labeled “Student Portal” “Faculty Portal” “Apply for Accommodations” and “MyDSO Portal Instructions.” “Faculty Portal” is circled in black for emphasis.

**REQUIRED NEXT STEPS FOR FACULTY:** Please log into the MyDSO Faculty Portal at <https://bachelor.accessiblelearning.com/RIT/instructor> and click “**Continue to View Student Accommodations.**” View your students’ accommodation letters by clicking the blue “**View**” link to the left of their names. For each of your students, please review the letter and then click “**Submit Acknowledgment Electronically.**” Clicking this acknowledgment button indicates understanding of your requirement to provide the student’s approved accommodations in your course.

Image description: a red box with the text “REQUIRED NEXT STEPS FOR FACULTY:” indicating that faculty must log in to the MyDSO portal and submit acknowledgment electronically.

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

A screenshot of a login interface. At the top center is the "RIT" logo in orange. Below it, the text "Login to Accessible Information Management, LLC" is centered. There are two input fields: "Username" with a blacked-out portion and "Password" with a masked password of ten 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, a note says "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.

3. Complete the multi-factor authentication using Duo. Visit [rit.edu/its/mfa](https://rit.edu/its/mfa) to set up Duo multi-factor authentication if needed.

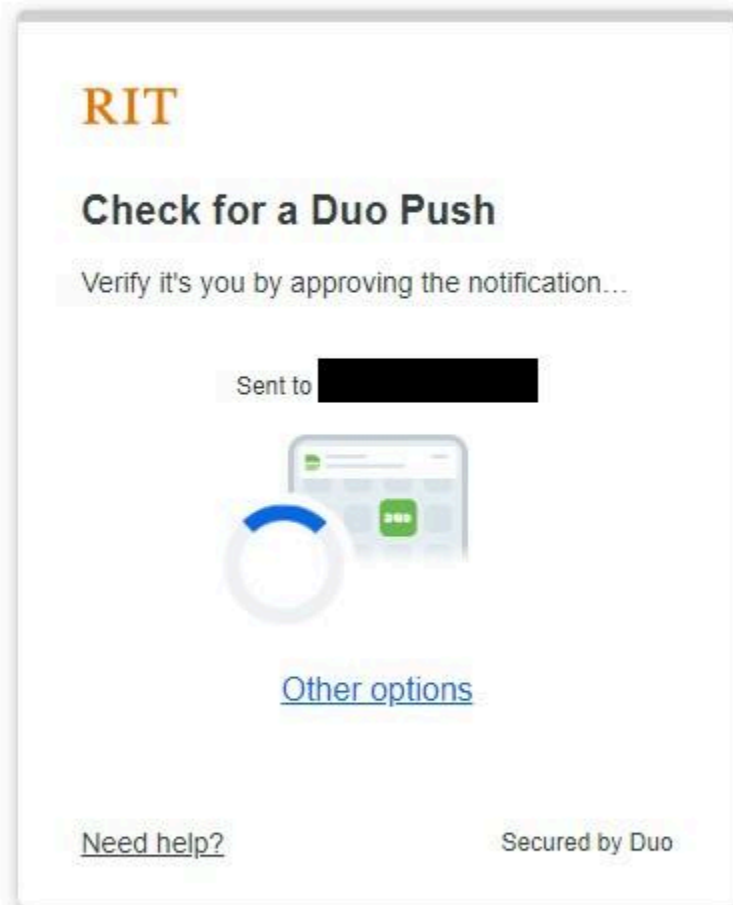


Image description: a screenshot of a two-factor authentication screen. It prompts the user to “Check for a Duo Push” and verify their identity by approving the notification on their smartphone. The screen includes a visual of a smartphone with a green checkmark, options for “Other options,” and a link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

4. You will be directed to the Access Policy; after this is read, click on the button labeled **“CONTINUE TO VIEW STUDENT ACCOMMODATIONS.”**

HOME » INSTRUCTOR PORTAL

Username [REDACTED]

**ACCESS POLICY**

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

**FERPA (Confidentiality Statement)**

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

**Reminders:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

**Important Note:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

**CONTINUE TO VIEW STUDENT ACCOMMODATIONS >**

Image description: a screenshot with several sections of text and a highlighted button. At the top, there's a red title "ACCESS POLICY," followed by a paragraph explaining the policy regarding access to student records under the Family Educational Rights and Privacy Act (FERPA). Below, there's a "Reminder" section in red, with bullet points about signing out and closing the browser when using shared computers. At the bottom, there's a button labeled "CONTINUE TO VIEW STUDENT ACCOMMODATIONS" that is circled in red for emphasis.

- You will be directed to the page showing all of your student's accommodations. You can navigate to the correct term using the box on the top of the page. To view a student's accommodations, click the "view" button.

The screenshot shows the MyDSO Faculty Portal interface. At the top left, there is a 'Session Extender: ON' indicator. Below it is a navigation menu with 'HOME', 'Overview', 'Alternative Testing', and 'Flex Plan'. A 'SIGN OUT >' button is also present. The main header area includes a home icon, 'OVERVIEW', and a term selection box with 'Previous Term', 'Term: 2024-2025 - Fall', and 'Next Term' (circled in red). Below this is a section titled 'STUDENTS WHO REQUESTED ACCOMMODATIONS' with a 'REFINE SEARCH >' button and an 'EXPORT DATA: STUDENTS' dropdown menu. A table shows one record with columns: View, PDF, CRN, Subject, Course, Section, Student's Full Name, Status, and Request Date. The 'View' link for the first record is circled in red. Below the table is a 'HANDY TOOLS: ACKNOWLEDGE ALL ACCOMMODATIONS' section with an 'Important Note' and an 'ACKNOWLEDGE ALL ACCOMMODATION REQUESTS >' button.

Image description: a screenshot of the MyDSO Faculty Portal. At the top, there are tabs labeled "HOME," "Overview," "Alternative Testing," and "Flex Plan." Below, there's a section titled "STUDENTS WHO REQUESTED ACCOMMODATIONS" with a dropdown menu for exporting data and buttons for different file formats (PDF, CSV). A table lists student information such as Subject/Course, Section, Student's Full Name, Status, and Request Date. There is a link labeled "view" next to the student's information. It is circled in red for emphasis. At the bottom, there's a section titled "HANDY TOOLS: ACKNOWLEDGE ALL ACCOMMODATION REQUESTS" with a button to acknowledge all requests.

6. Once you review your student's accommodations, click the button labeled **"SUBMIT ACKNOWLEDGEMENT ELECTRONICALLY"**

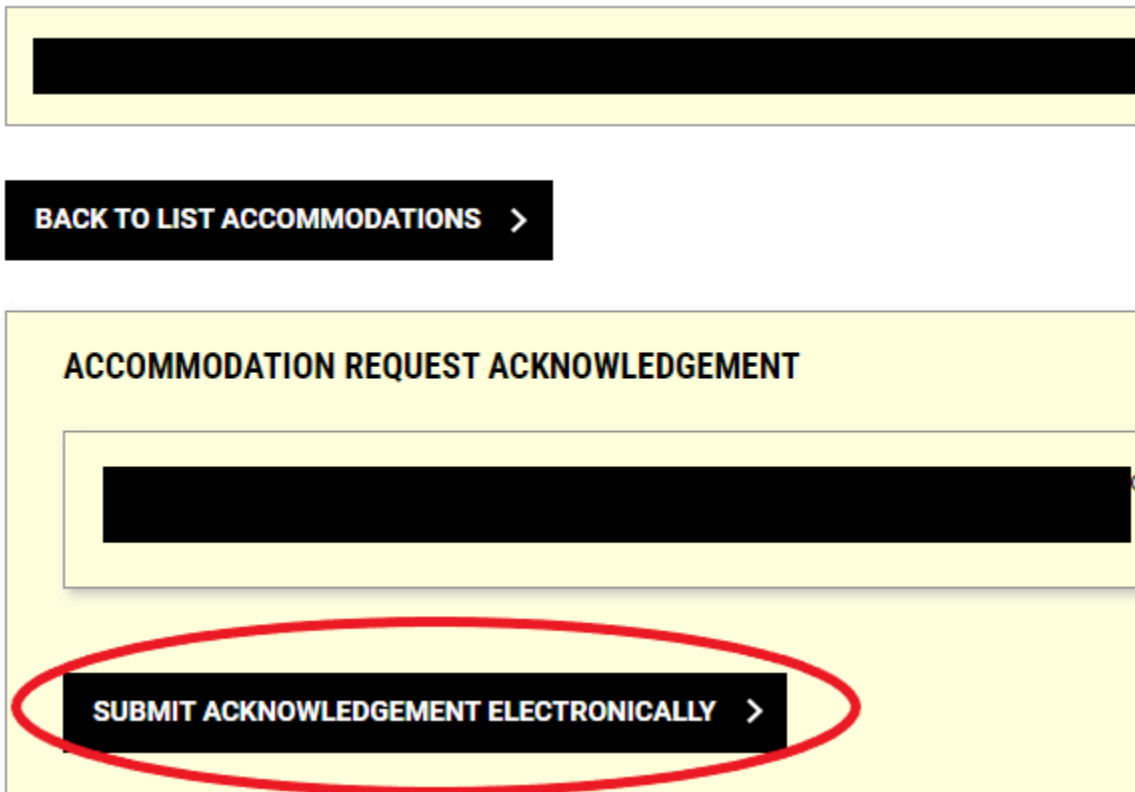



Image description: a screenshot showing two buttons. The top button says "BACK TO LIST ACCOMMODATIONS," and the bottom button, highlighted in red, says "SUBMIT ACKNOWLEDGEMENT ELECTRONICALLY."

7. Once you have acknowledged the accommodations, a green checkmark will appear letting you know you have successfully completed the action.

 >> OVERVIEW

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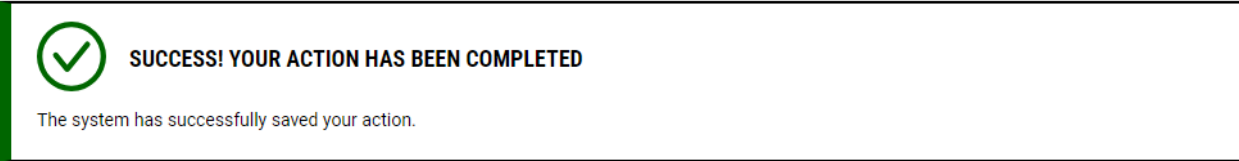


Image description: a screenshot from the Application Center indicating a successful action. At the top, there's a green checkmark with the text "SUCCESS! YOUR ACTION HAS BEEN COMPLETED"