

How to Schedule an Appointment in MyDSO

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**”. Students that are already registered with DSO should skip to step 3.

RIT | Division of Student Affairs
Disability Services Office

OVERVIEW

OPTIONS

- > Overview
- > Previous Applications
- > Sign Out

SIGN OUT >

» **OVERVIEW**

INTRODUCTION

Welcome to MyDSO! Please complete the form below in its entirety in order to register with the Dis...

Only RIT students should complete this form. Prospective students and students admitted to RIT v
<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 Ed...

STUDENT APPLICATION

Template:
Student Accommodation Application

Status:
Need Documentation

Started On:
Monday, August 05, 2024 at 09:40 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.

2. You will be directed to your questionnaire that you have already completed. Please click on the “**APPOINTMENTS**” link. **Proceed to step 4.**

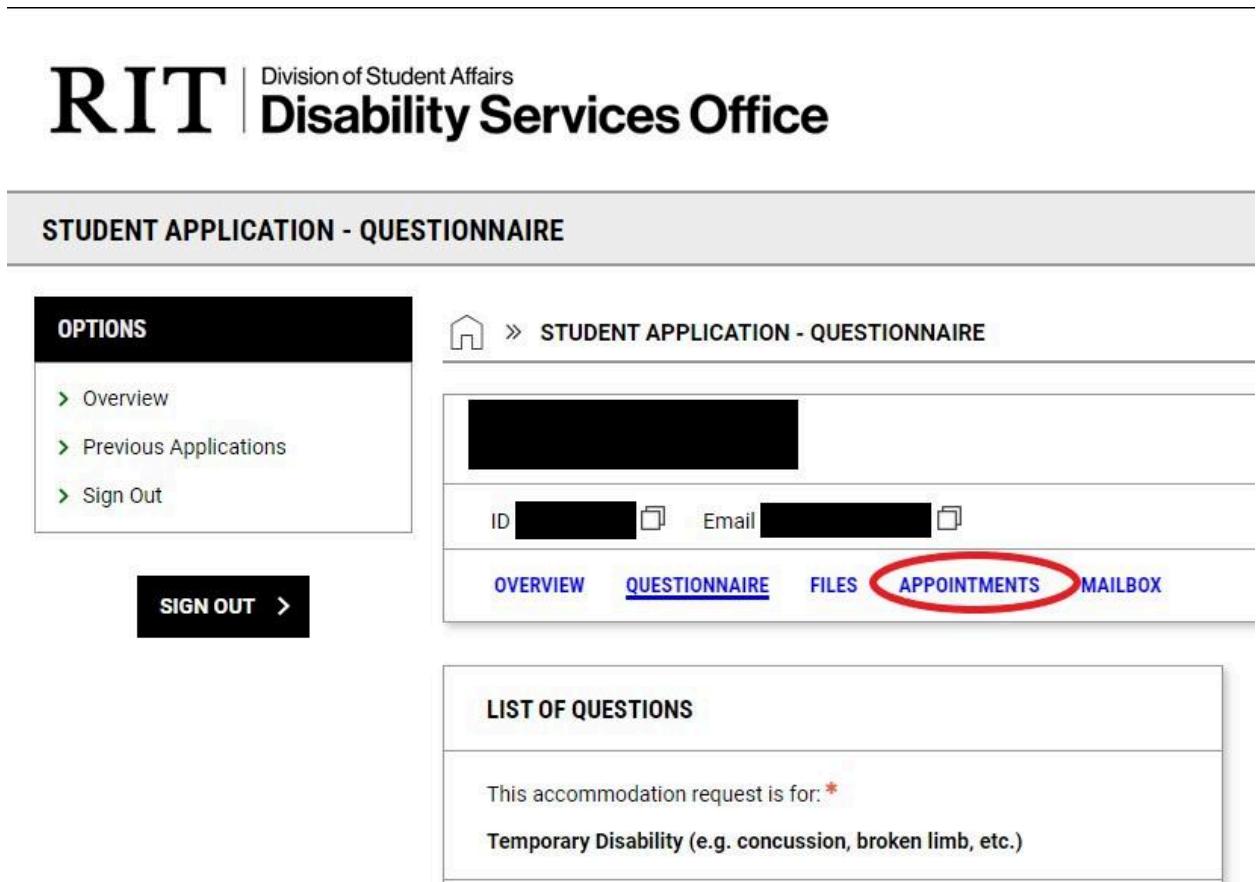


Image description: A screenshot from the MyDSO Portal. It shows a section titled “STUDENT APPLICATION - QUESTIONNAIRE” with various options like Overview, Questionnaire, Files, Appointments, and Mailbox. “Appointments” is circled in red for emphasis.

3. **If you are a current student**, log in to your profile using this link. Please click on **“My Appointments”** on the left hand side OR click **“Request An Appointment”** under your Access Coordinator’s information. Both options will direct you to the same place.

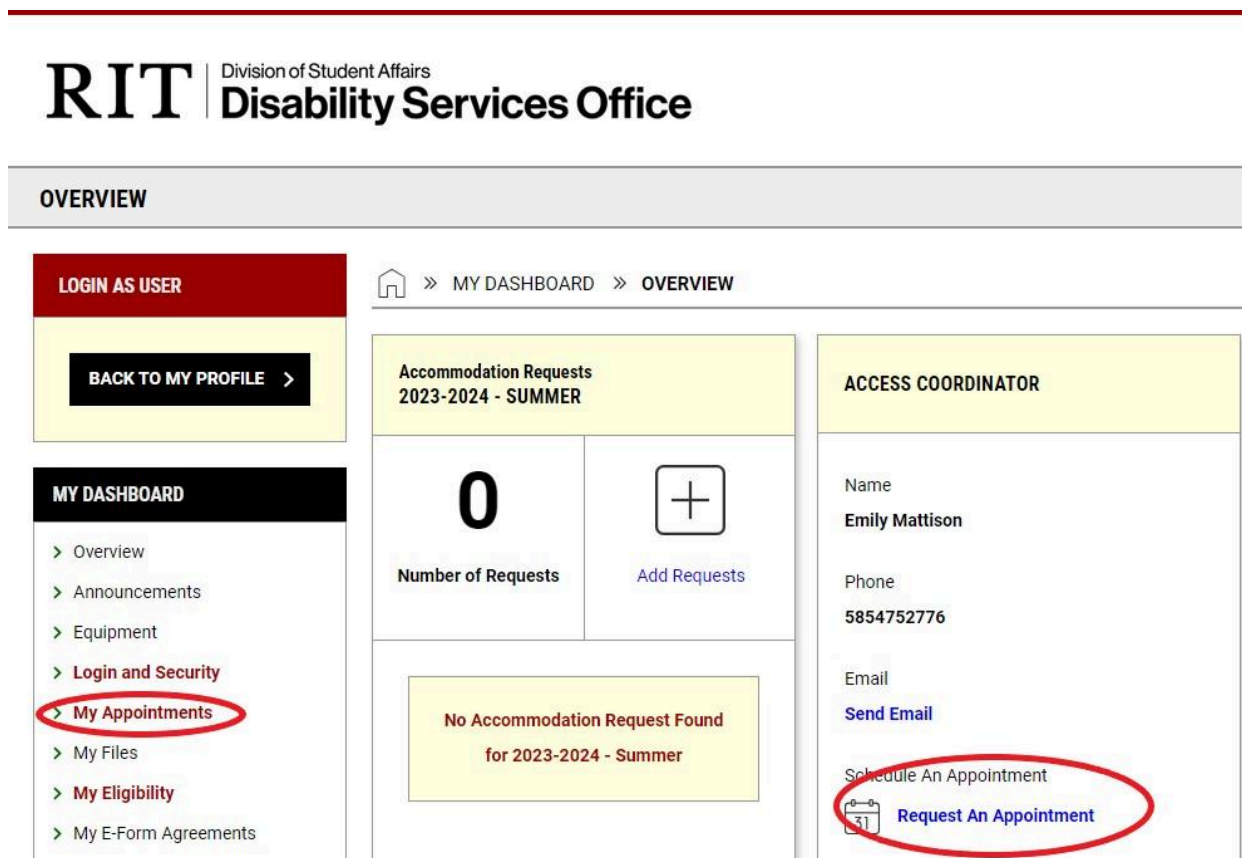


Image description: a screenshot of the MyDSO Portal. There are two boxes, one labeled “Accommodation Requests 2023-2024 - SUMMER” and another labeled “ACCESS COORDINATOR.” The second box contains contact information for the Access Coordinator. There is a link that is labeled “Request an Appointment” and it is circled in red for emphasis.

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

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Disability Services Office

APPOINTMENTS

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**

»
»
MY DASHBOARD » APPOINTMENTS

UPCOMING APPOINTMENTS

REQUEST AN APPOINTMENT

📄

IMPORTANT MESSAGE

Thank you for using the MyDSO Appointment Request Form. When completing your request, please choose **one** appointment purpose and use the note text box to provide additional information as needed. **Please select multiple days and times (in Eastern Time) during which you are available** so that we can effectively coordinate schedules. Once your specific meeting day and time is finalized you will receive a meeting invitation via email. Your upcoming meeting will also be viewable within your MyDSO portal. **We appreciate your patience with slightly longer waits for meeting times at this busy time of year. For any urgent needs, please call or email DSO directly.**

If you require an ASL interpreter or live captioning for your meeting, please make your request at <https://myaccess.rit.edu> once you've received the appointment confirmation from DSO.

NO UPCOMING APPOINTMENT

Image description: a screenshot of Appointments page. It shows navigation options like "LOGIN AS USER," "MY DASHBOARD," and "REQUEST AN APPOINTMENT." "REQUEST AN APPOINTMENT" is circled in red for emphasis. There's also an "IMPORTANT MESSAGE" box with instructions on scheduling appointments.

- 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.

6. 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.

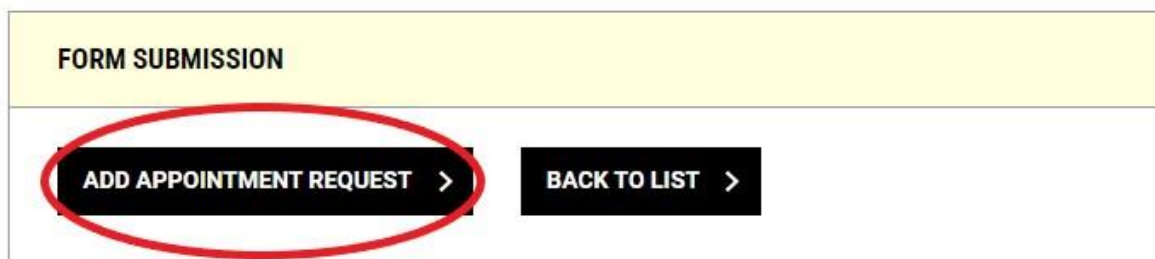


Image description: A screenshot of a box labeled “Form Submission.” There are two buttons: one labeled “ADD APPOINTMENT REQUEST” encircled in red for emphasis, and another labeled “BACK TO LIST.”