How to Upload Documentation

Documentation can be added via the [Application Center](#) following the steps below.

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

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.

2. Complete the multi-factor authentication using Duo. Visit rit.edu/its/mfa to set up Duo multi-factor authentication if needed.
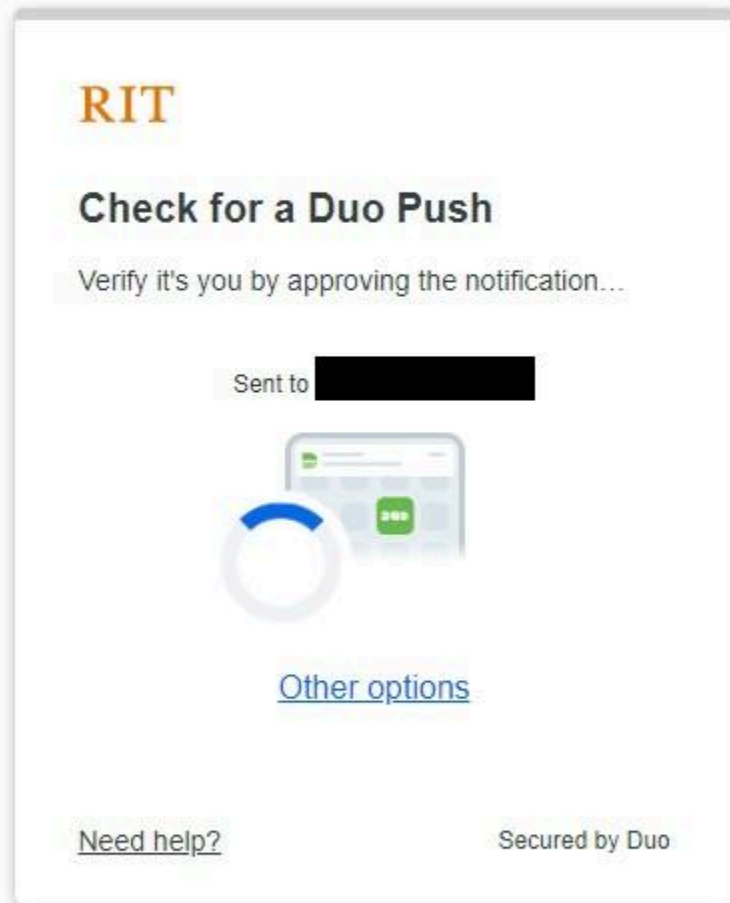

Image description: a screenshot of a two-factor authentication screen. It prompts the user to "Check for a Duo Push" and verify their identity by approving the notification on their smartphone. The screen includes a visual of a smartphone with a green checkmark, options for "Other options," and a link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

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3. Log back into the Application Center and click on the "**VIEW APPLICATION**" button.

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.

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4. You will be directed to the questionnaire page and should click the "**FILES**" button.
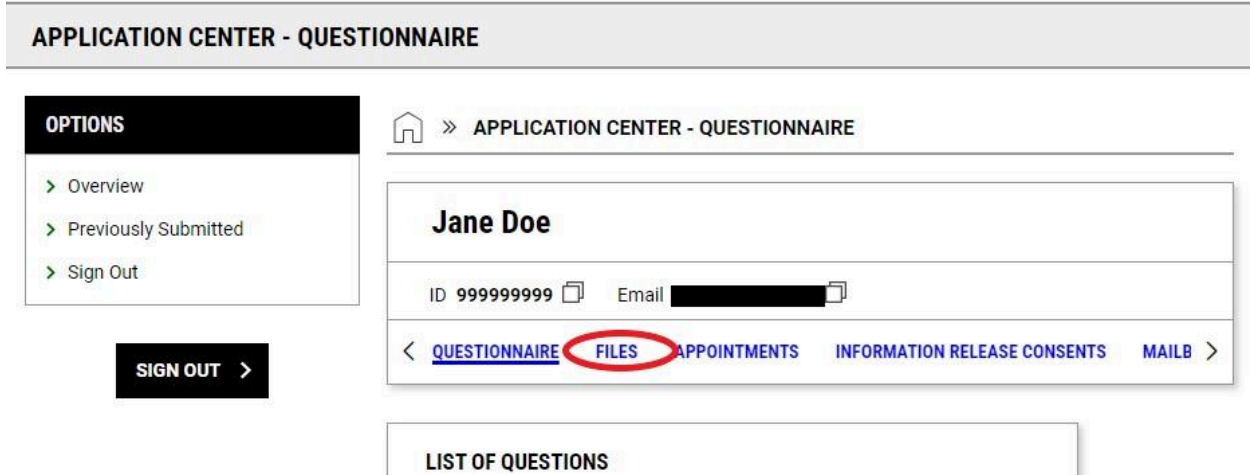

Image description: A screenshot from the MyDSO Portal. It shows a section titled "STUDENT APPLICATION - QUESTIONNAIRE" with various options like Overview, Questionnaire, Files, Appointments, and Mailbox. **Files** is circled in red for emphasis.

5. When uploading documentation, be sure to title the file with your first and last name and the type of documentation. (e.g. **Jane Doe IEP**), select the file, and press the "**UPLOAD FILE**" button.

UPLOAD FILE

FILE INFORMATION

File Title * :

Select File * : ⑦

Choose File   No file chosen

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select "**Review and Submit Application.**"

UPLOAD FILE   >   REVIEW AND SUBMIT APPLICATION   >

Image description: a screenshot with two highlighted sections. The first section, labeled "UPLOAD FILE," includes fields for "File Title" and "Select File," both are circled in red for emphasis. The second section, labeled "FORM SUBMISSION," features an "UPLOAD FILE" button which is circled in red for emphasis. There is a note stating that documentation is not required to submit the application. If documentation is unavailable, users can select "Review and Submit Application."

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Disability Services Office

6. You will be directed to the next page, and you will see that your documentation has been uploaded. You can upload multiple files if necessary. Once all documentation is uploaded, click the "**REVIEW AND SUBMIT APPLICATION**" button.

File Title	Date Uploaded	File Type	Size
Documentation	08/01/2024 at 11:36 AM	Image (JPEG)	**65 KB**

UPLOAD FILE

FILE INFORMATION

File Title * :

Select File * : ⓘ

Choose File No file chosen

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select "Review and Submit Application."

UPLOAD FILE >   REVIEW AND SUBMIT APPLICATION >

Image description: a screenshot shows a web page interface for uploading and submitting a document. One document has been uploaded. It includes fields for "File Title" and "Select File," with no file chosen yet. Below, there's a section titled "Form Submission" and the button labeled "Review and Submit Application" is circled in red for emphasis.

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Disability Services Office

7. You will be redirected to the review page. You can review your application at this time and see the number of files uploaded. Click the "**SUBMIT APPLICATION**" button to continue.

Image description: a screenshot of a webpage labeled "APPLICATION CENTER - REVIEW BEFORE SUBMITTING." A red notification states "IMPORTANT: YOUR APPLICATION IS NOT YET SUBMITTED". Below, there's a section titled 'FILES' indicating 1 file uploaded. A red circle highlights the 'SUBMIT APPLICATION' button.

8. There is one final confirmation necessary. Please click the "**CONFIRM**" button to confirm your submission.
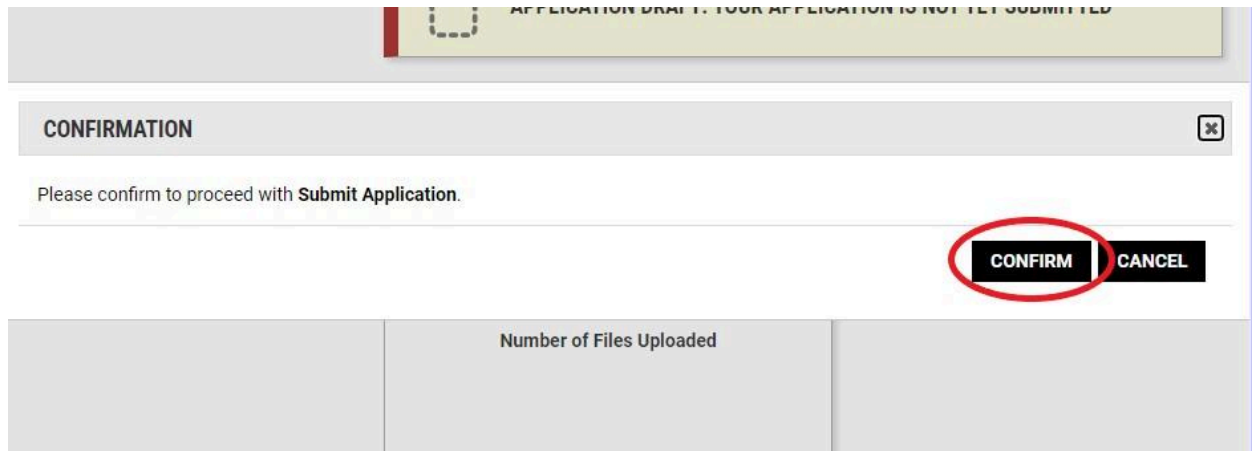

Image description: a screenshot of a dialog box with the header "CONFIRMATION." It prompts the user to confirm their action to proceed with submitting an application. There are two buttons at the bottom: one circled in red labeled "CONFIRM," and the other labeled "CANCEL."

9. You will see a green check mark indicating that your application was successfully submitted. An Access Coordinator will reach out to discuss your application.
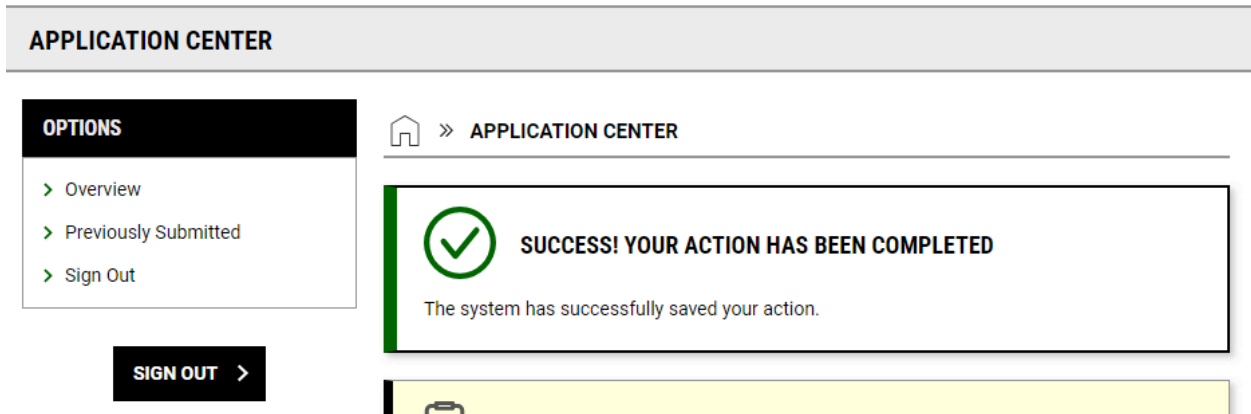

Image description: a screenshot of a confirmation message. It is within a green-bordered box with a checkmark symbol and states, "SUCCESS! YOUR ACTION HAS BEEN COMPLETED. The system has successfully saved your action." Options like 'Previously Submitted' and 'Sign Out' are listed on the left side.