Student Flex Plan Guide

The Flex Plan is a module that helps facilitate two accommodations: Flexibility in Class Attendance Requirements and Assignment Due Dates Extended as Needed. Instructors are responsible for initiating these plans when an eligible student requests one of these accommodations. **You need to request your accommodations before completing these steps.** This is done in the MyDSO Portal, which can be accessed using this link.

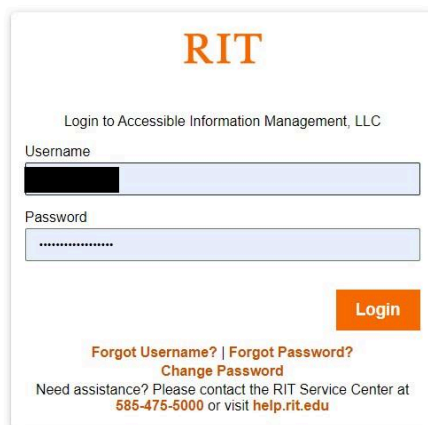1. Enter your RIT username and password to log in to the system.

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.
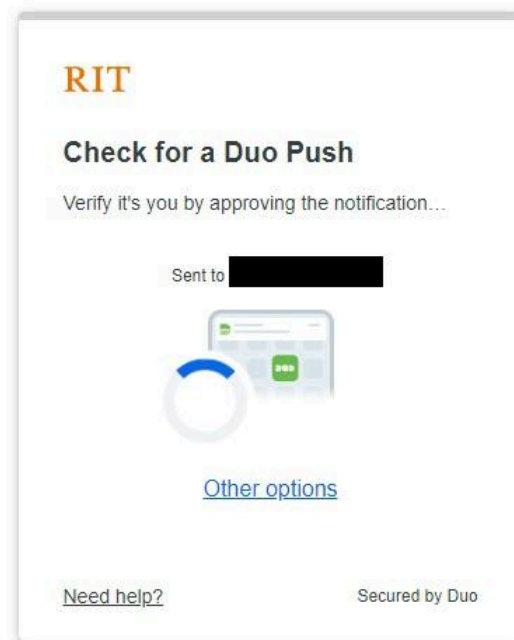

Image description: a screenshot of a two-factor authentication screen. It prompts the user to "Check for a Duo Push" and verify their identity by approving the notification on their smartphone. The screen includes a visual of a smartphone with a green checkmark, options for "Other options," and a link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

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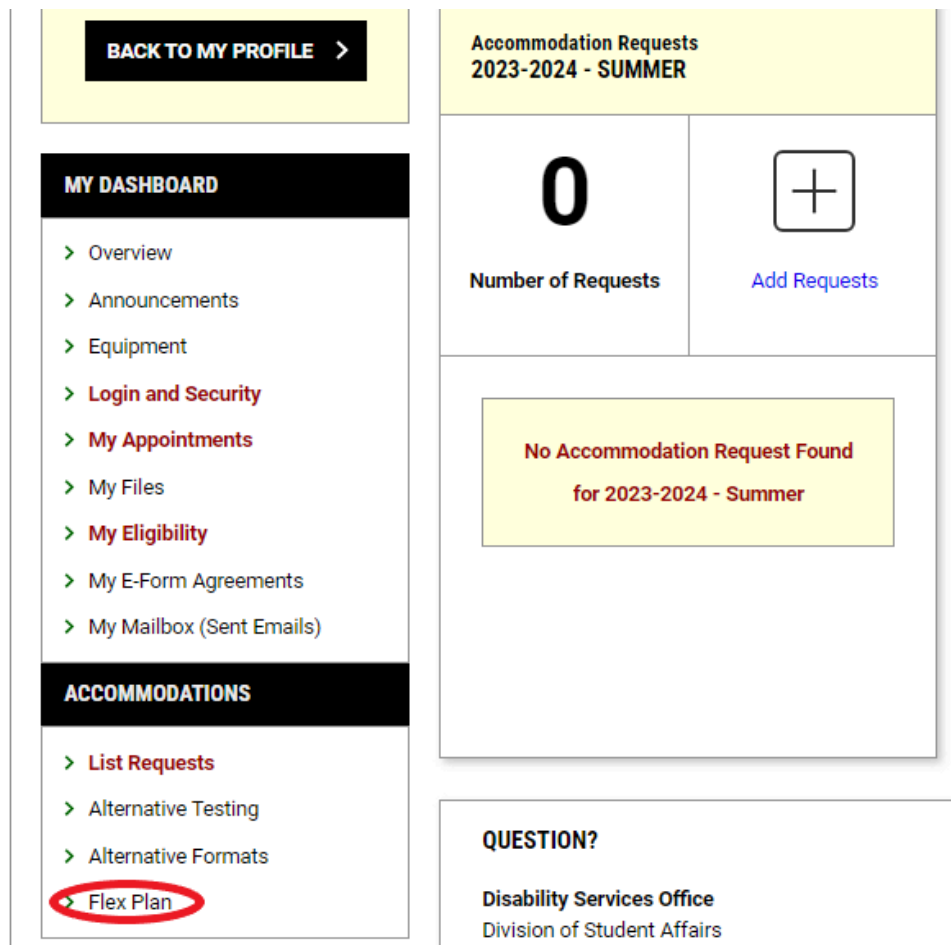**3.** Click on the link titled "Flex Plan" on the left hand side of your screen.

Image description: a screenshot of the MyDSO Portal. It features various buttons and tabs, such as"Alternative Testing" and "Flex Plan" which is circled in red for emphasis.

4. You will be redirected to a page showing all of your requests for Flex Plans. You can check the status of your requests at any time. Remember, only requested accommodations will show up here!

Previous Term	Term: 2024-2025 - Fall	Next Term

ACCOMMODATION REQUESTS

2

Number of Requests

Total Completed Request: 0

REVIEW NEEDED

0

Number of Flex Plan

Please Review Flex Plan

WAITING FOR REVIEW

0

Number of Flex Plan

Currently Being Review By Staff or Instructor

LIST REQUESTS FOR FLEX PLAN

Records Found: 2 (Showing: 1 - 2)   Show Per Page: 100   Page: 1

View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested	Request Date	Completed Date
	Not Initiated	08/06/2024	▮▮▮				MAIN	Yes (LEC)	Assignment Due Dates Extended - When Needed and Appropriate	08/05/2024	08/06/2024
	Not Initiated		▮▮▮				MAIN	Yes (LEC)	Flexibility in Class Attendance Requirements	08/05/2024	

Image description: a screenshot of the Flex Plan module. It includes navigation tabs for "Previous Term" and "Next Term," and three boxes labeled "ACCOMMODATION REQUESTS," "REVIEW NEEDED," and "WAITING FOR REVIEW." Below there is a box that displays two records with the status "Not Initiated." Some information is redacted for privacy.

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5. Instructors are required to initiate the Flex Plan agreements, once that is completed it is sent to DSO staff for review. DSO staff will release the agreement to students for their review. When an agreement is ready, you will be notified and there will be a change in your status. Click the button labeled "**view**" to review the agreement.

Image description: a screenshot of the Flex Plan module. It includes navigation tabs for "Previous Term" and "Next Term," and three boxes labeled "ACCOMMODATION REQUESTS," "REVIEW NEEDED," and "WAITING FOR REVIEW." One Flex Plan is ready for review, this box is circled in red for emphasis.Below there is a box that displays two records; one with the status "Not Initiated" and the other with a status "Waiting for Student Response" with a "view" link next to it. The "view" link is circled red for emphasis.

6. You will see a copy of the agreement that your instructor completed. You are able to make changes, but please note all changes are reviewed by DSO staff and instructors prior to acceptance. This agreement may be applied to every eligible student in your course, **do not add any confidential information to this agreement.**

Image description: a screenshot of the Flex Plan questionnaire. It includes sections for student requests and a list of questions that have been answered.

7. In order to accept the Flex Plan agreement, you need to agree with the statement shown. If you have made any changes, please select "**UPDATE AND REQUEST REVIEW**." To accept, please click "**ACCEPT**."

FORM SUBMISSION

I agree to follow this Flex Plan as written by my instructor. I understand it is my responsibility to communicate when I will be using this accommodation.

☑ I agree to the statement listed.

ACCEPT FLEX PLAN >   UPDATE AND REQUEST REVIEW >   VIEW HISTORY >   BACK TO LIST >

Image description: a screenshot of the form submission interface with four buttons labeled "ACCEPT FLEX PLAN," "UPDATE AND REQUEST REVIEW," "VIEW HISTORY," and "BACK TO LIST." "ACCEPT FLEX PLAN" is circled in red for emphasis. Above the buttons, there is a statement that reads, "I agree to follow this Flex Plan as written by my instructor. I understand it is my responsibility to communicate when I will be using this accommodation," with a checkbox next to it.

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8. When you will see the status of your request change to show it is complete. You can view this at any time by clicking the "**view**" link.

Previous Term		Term: 2024-2025 - Fall

ACCOMMODATION REQUESTS	REVIEW NEEDED	WAITING FOR REVIEW
2	**0**	**0**
Number of Requests	Number of Flex Plan	Number of Flex Plan
Total Completed Request: 1	Please Review Flex Plan	Currently Being Review By Staff or Instructor

LIST REQUESTS FOR FLEX PLAN

Records Found: **2** (Showing: **1 - 2**)

View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested
	Not Initiated	08/06/2024	▓▓▓▓▓				MAIN	Yes (LEC)	Assignment Due Dates Extended - When Needed and Appropriate
View	Completed	08/07/2024	▓▓▓▓▓				MAIN	Yes (LEC)	Flexibility in Class Attendance Requirements

Image description: a screenshot of the Flex Plan module. It includes navigation tabs for "Previous Term" and "Next Term," and three boxes labeled "ACCOMMODATION REQUESTS," "REVIEW NEEDED," and "WAITING FOR REVIEW." Below there is a box that displays two records; one with the status "Not Initiated" and the other with a status "Completed" with a "view" link next to it. The "view" link is circled red for emphasis.

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