

How to Schedule a Test in the Test Center

1. Log into MyDSO Student Portal at bachelor.accessiblelearning.com/RIT.
2. From the **My Dashboard > Overview** screen, locate the **Accommodations** left hand sidebar and click on **Alternative Testing**.

The screenshot displays the 'OVERVIEW' page of the MyDSO Student Portal. The breadcrumb trail at the top reads 'HOME >> MY DASHBOARD >> OVERVIEW'. The left sidebar contains several sections: 'LOGIN AS USER' with a 'BACK TO MY PROFILE >' button; 'MY DASHBOARD' with links to Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails); 'ACCOMMODATIONS' with links to List Requests, Alternative Testing (circled in red), and Flex Plan; and 'IMPORTANT DATES' for September 02, noting Labor Day - Office Closed and Closed All Day, with a 'VIEW ALL >' button.

The main content area is divided into three columns. The first column, titled 'Accommodation Requests 2023-2024 - SUMMER', shows '4 Number of Requests' with a 'View Request Detail' link and an 'Add Request for 1 Class' button. Below this is a 'List of Accommodation Requests' with three redacted entries. The second column, 'ACCESS COORDINATOR', shows fields for Name, Phone, and Email, with a 'Send Email' link and a 'Request An Appointment' button. The third column, 'QUESTION?', provides contact information for the Disability Services Office, including the address, website (www.rit.edu/dso), phone number (585-475-2023), and email (dso@rit.edu).

3. Select a course from the dropdown menu and click **Schedule an Exam**.

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**
- > Alternative Testing
- > Flex Plan

» MY DASHBOARD » **ALTERNATIVE TESTING**

SCHEDULE AN EXAM

Important Note

- Courses marked with * do not have **Alternative Testing Agreement** specified by the instructor and you will be required to enter the **standard length** of the exam.

Select Course:

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

No Upcoming Exams Scheduled

4. In the **Exam Request** box, enter the scheduling information and accommodations you would like to use on the test and click **Submit Request**.

SCHEDULE AN EXAM

LOGIN AS USER

[BACK TO MY PROFILE >](#)

MY DASHBOARD

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ACCOMMODATIONS

- > **List Requests**
- > Alternative Testing
- > Flex Plan

» MY DASHBOARD » **SCHEDULE AN EXAM**

EXAM REQUEST

Exam Type *:

Date *:

Time *:

Standard Length Of Exam (In Minutes) *:

Services Requested (As Applicable) *:

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

IMPORTANT DATES

September 02
 Labor Day - Office Closed
 Closed All Day.

Required Technology (If Applicable):

- | | |
|---|--|
| <input type="checkbox"/> DSO STAFF ONLY - Alternate Format Prepared (e.g. digital copy of printed exam or vice versa) | <input type="checkbox"/> DSO STAFF ONLY - ASL Interpreter (Must be Requested in MyAccess by Student) |
| <input type="checkbox"/> DSO STAFF ONLY - Enlarged Version | <input type="checkbox"/> DSO STAFF ONLY - Exam Online (i.e., no documents need printing) |
| <input type="checkbox"/> DSO STAFF ONLY - Human Reader | <input type="checkbox"/> DSO STAFF ONLY - Human Scribe |

Additional Note:

FORM SUBMISSION

ADD EXAM REQUEST >

5. You may view your scheduled exams on the Alternative Testing home screen under **Upcoming Exams Scheduled**. You can change or cancel an exam request by clicking “view” next to the exam in the **Upcoming Exams** list on the main Alternative Testing page.