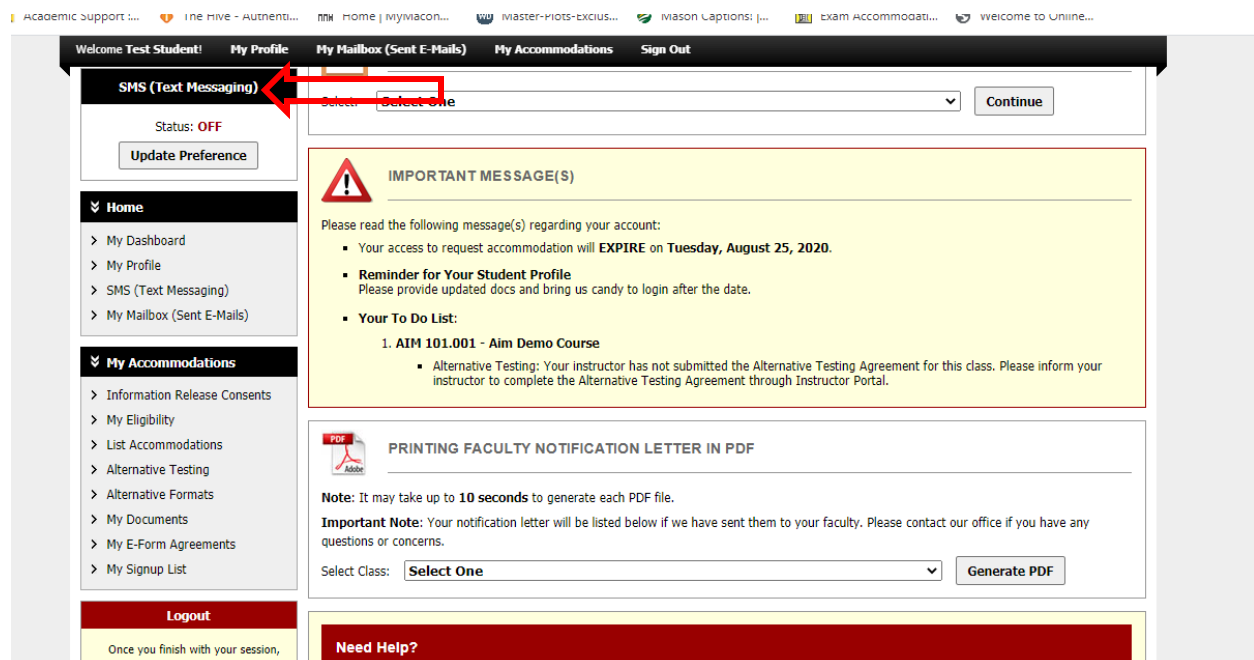


General Guides

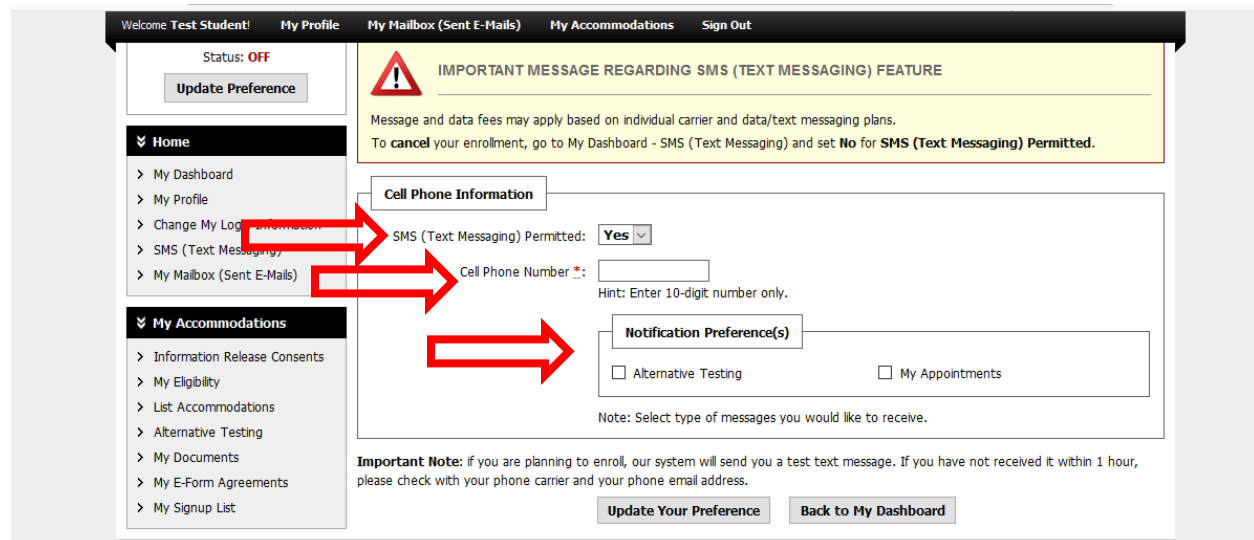
Signing up for the SMS (Text-Messaging) System

The Disability Services Online (DSO) platform allows you to sign-up for text message updates when you schedule appointments with Disability Services staff. You can receive notifications directly to your phone by following the steps below.

1. Go to the Randolph-Macon College's "Welcome to Online Services" landing page by using the following link: <https://bachelor.accessiblelearning.com/RMC/>. Enter the same R-MC credentials used to check your student email account or log in to a computer on campus. Include "@go.rmc.edu" when entering your username.
2. On the main dashboard, select "SMS (Text Messaging)" or "Update Preferences".



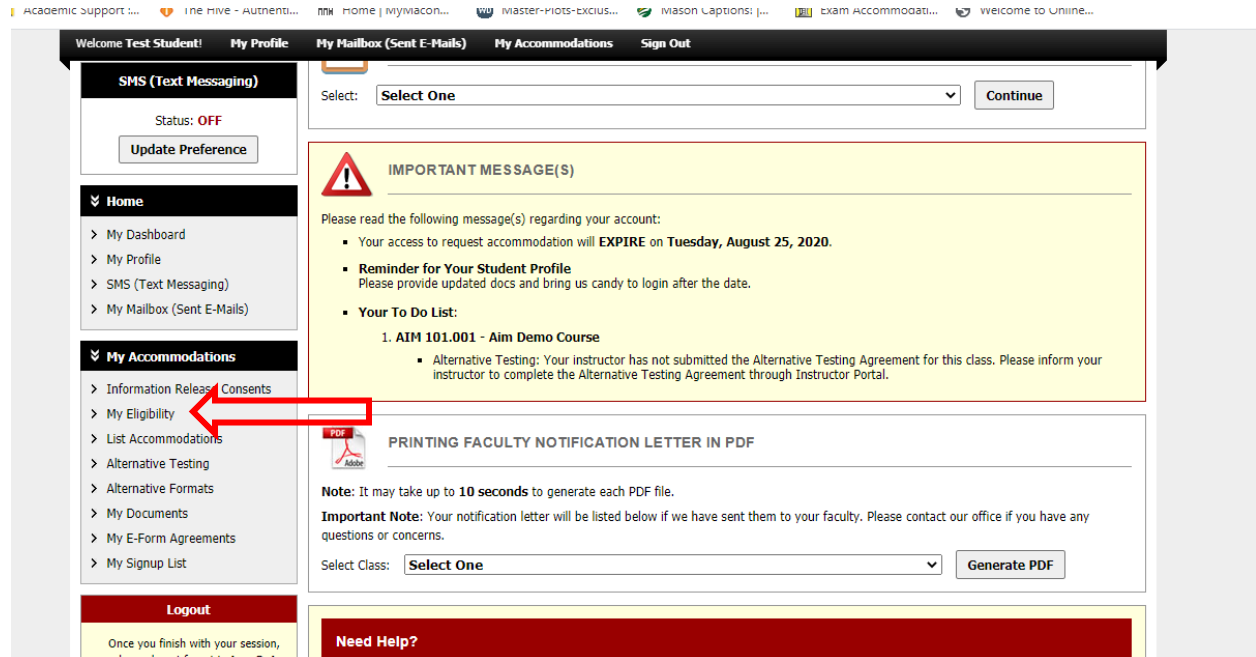
3. Turn the "SMS (Text Messaging) Permitted" to On. Fill in your Cell Phone number and select which fields you would like to receive notifications from. Lastly, select "Update your preferences"



How to view eligibilities (approved accommodations) from your Dashboard

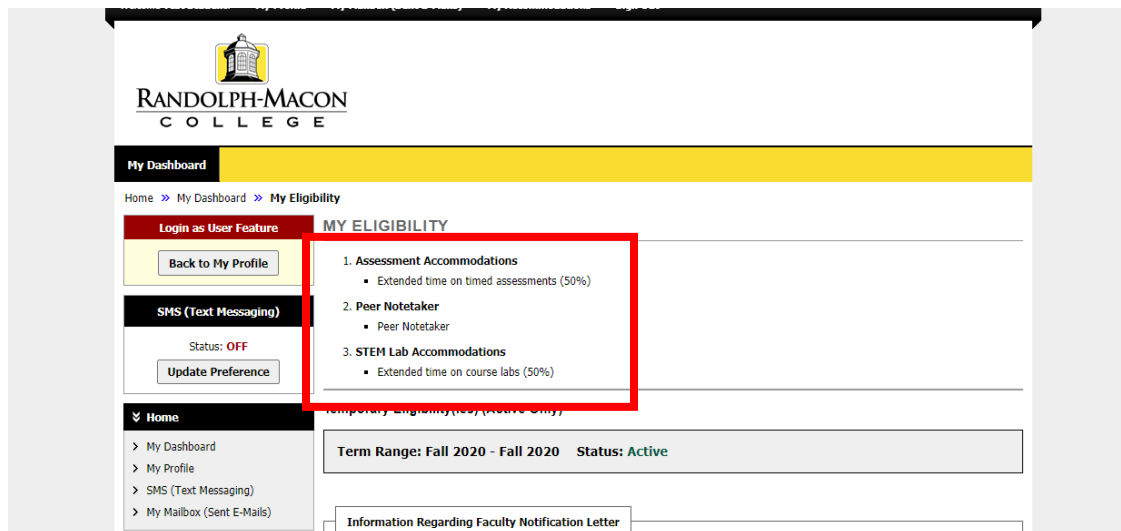
The Disability Services Online (DSO) platform allows you to view your eligibilities (approved accommodations) in your dashboard. You can view your accommodations following the steps below.

1. Go to the Randolph-Macon College's "Welcome to Online Services" landing page by using the following link: <https://bachelor.accessiblelearning.com/RMC/> Enter the same R-MC credentials used to check your student email account or log in to a computer on campus. Include "@go.rmc.edu" when entering your username.
2. On the main dashboard, select "My Eligibility".



The screenshot shows the DSO dashboard interface. At the top, there are navigation tabs: "Welcome Test Student!", "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". The "My Accommodations" tab is active. On the left sidebar, under "My Accommodations", the "My Eligibility" option is highlighted with a red arrow. The main content area displays an "IMPORTANT MESSAGE(S)" section with a warning icon, followed by a "PRINTING FACULTY NOTIFICATION LETTER IN PDF" section. A red arrow points from the "My Eligibility" option in the sidebar to the "My Eligibility" link in the message content.

3. This will take you to the page where you can view your eligibilities (approved accommodations).



The screenshot shows the "My Eligibility" page on the Randolph-Macon College DSO platform. The page header includes the college logo and name. The main content area is titled "MY ELIGIBILITY" and lists three categories of accommodations:

1. **Assessment Accommodations**
 - Extended time on timed assessments (50%)
2. **Peer Notetaker**
 - Peer Notetaker
3. **STEM Lab Accommodations**
 - Extended time on course labs (50%)

Below the list, there is a "Term Range: Fall 2020 - Fall 2020" and "Status: Active" section. A red box highlights the list of accommodations. At the bottom, there is a link for "Information Regarding Faculty Notification Letter".

How to View Agreements you have signed

The Disability Services Online (DSO) platform asks you to sign specific agreements when you first logins based on the specific accommodations you receive. You can view which agreements you have signed by following the steps below.

1. Go to the Randolph-Macon College's "Welcome to Online Services" landing page by using the following link: <https://bachelor.accessiblelearning.com/RMC/> Enter the same R-MC credentials used to check your student email account or log in to a computer on campus. Include "@go.rmc.edu" when entering your username.
2. When you first log on, the system will ask you to sign the agreements in your queue. Fill out these agreements to access your account.

The screenshot displays the user interface of the Randolph-Macon College Disability Services Online (DSO) platform. At the top, a navigation bar includes links for "Welcome Test Student!", "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". Below this is the college's logo and name. A yellow banner highlights the "My Dashboard" section. The main content area is titled "REQUIRED FORMS" and contains an "Action Required" message: "System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. Please click the following links to review and to sign your required form(s):". Two forms are listed with expandable arrows: "Procedures for Students Taking Assessments in the Office of Disability Services" and "Student Rights and Responsibilities". A red box highlights these two form entries. To the left, there are sections for "SMS (Text Messaging)" with a status of "OFF" and an "Update Preference" button, and a "Home" menu with links to "My Dashboard", "My Profile", "Change My Login Information", "SMS (Text Messaging)", and "My Mailbox (Sent E-Mails)". At the bottom, a yellow box provides contact information for the Office of Disability Services, including the address: "Higgins Academic Center, Randolph-Macon College, P.O. Box 5005".

- After completion of both E-Form agreements, you can view them from your dashboard. On the main dashboard, select “My E-Form Agreements”.

The screenshot shows a user dashboard with a top navigation bar containing: Welcome Test Student!, My Profile, My Mailbox (Sent E-Mails), My Accommodations, and Sign Out. On the left, there are three main menu sections: SMS (Text Messaging) with a status of OFF and an Update Preference button; Home with links to My Dashboard, My Profile, SMS (Text Messaging), and My Mailbox (Sent E-Mails); and My Accommodations with links to Information Release Consents, My Eligibility, List Accommodations, Alternative Testing, Alternative Formats, My Documents, My E-Form Agreements (highlighted with a red arrow), and My Signup List. Below the menu is a Logout button. The main content area features a 'Select One' dropdown with a Continue button, followed by an 'IMPORTANT MESSAGE(S)' section with a warning icon. The message states: 'Please read the following message(s) regarding your account: Your access to request accommodation will EXPIRE on Tuesday, August 25, 2020. Reminder for Your Student Profile: Please provide updated docs and bring us candy to login after the date. Your To Do List: 1. AIM 101.001 - Aim Demo Course: Alternative Testing: Your instructor has not submitted the Alternative Testing Agreement for this class. Please inform your instructor to complete the Alternative Testing Agreement through Instructor Portal.' Below this is a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a PDF icon, a note about generation time, an important note about listing notification letters, a 'Select Class' dropdown, and a 'Generate PDF' button. At the bottom, there is a 'Need Help?' button.

- On this page, you can view which agreements you signed and the details of these E-Form agreements on this page by clicking “View”.

The screenshot shows the 'My E-Form Agreements' page. The top navigation bar is the same as in the previous screenshot. Below it is a yellow header with 'COLLEGE' and 'My Dashboard'. The breadcrumb trail is 'Home >> My Dashboard >> My E-Form Agreements'. The left sidebar is identical to the previous screenshot, with 'My E-Form Agreements' highlighted. The main content area is titled 'MY E-FORM AGREEMENTS' and includes an 'IMPORTANT NOTE' about the list containing previously signed forms. Contact information for the Office of Disability Services is provided. Below this, there is a 'Number of Records Found: 2' and a 'Show Limit: 100 per Page' dropdown with an 'Update' button. A table lists the signed forms:

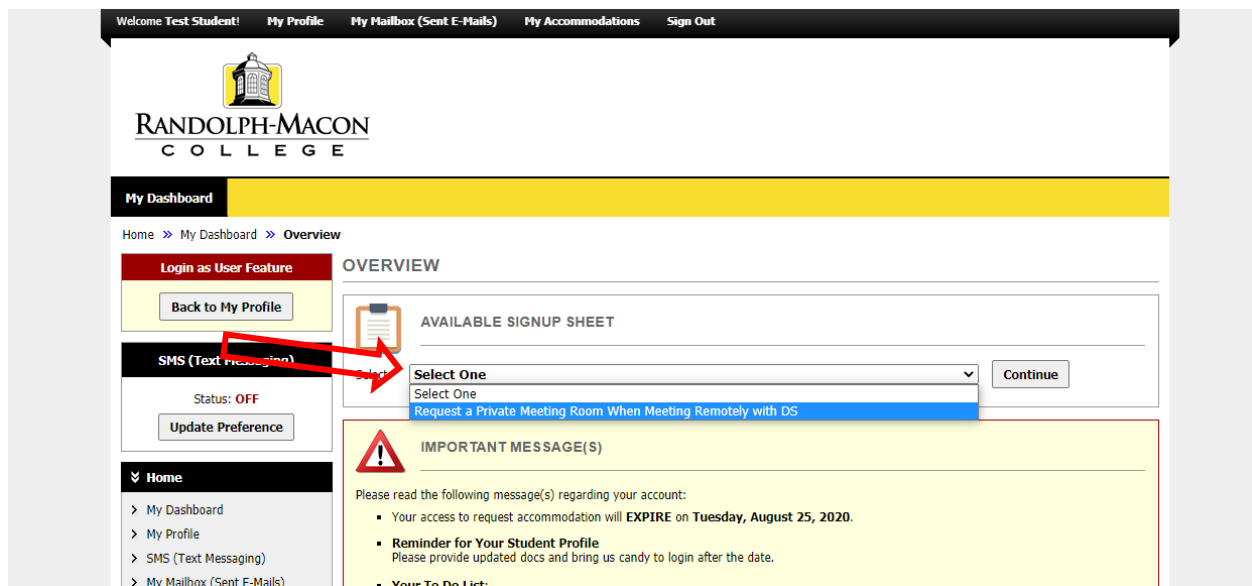
Form Title	Date Signed	View
Procedures for Students Taking Assessments in the Office of Disability Services	08/14/2020 at 02:59:48 PM	View
Student Rights and Responsibilities	08/14/2020 at 02:59:48 PM	View

A red arrow points to the 'View' link in the second row of the table.

How to sign-up for the Private Meeting Room for the Fall 2020 Semester

During the Fall 2020 semester, the Office of Disability Services is offering students an opportunity to request use of a private meeting room when meeting remotely with DS staff if they are concerned about confidentiality and there is no other space available that meets their needs. You can request to reserve this private room for your remote meeting with Disability Services staff by following these steps:

1. Go to the Randolph-Macon College's "Welcome to Online Services" landing page by using the following link: <https://bachelor.accessiblelearning.com/RMC/> Enter the same R-MC credentials used to check your student email account or log in to a computer on campus. Include "@go.rmc.edu" when entering your username.
2. At the top of the page, a section labeled "Available Signup Sheet" will have a drop-down menu. On the drop-down menu, select "Request a Private Room When Meeting Remotely with DS".



The screenshot displays the 'My Dashboard' interface for a student. At the top, there is a navigation bar with links: 'Welcome Test Student!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below this is the Randolph-Macon College logo. The main content area is titled 'My Dashboard' and includes a breadcrumb trail: 'Home >> My Dashboard >> Overview'. On the left side, there are several utility buttons: 'Login as User Feature' with a 'Back to My Profile' button, 'SMS (Text Messaging)' with a status of 'OFF' and an 'Update Preference' button, and a 'Home' section with links to 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', and 'My Mailbox (Sent E-Mails)'. The main content area is titled 'OVERVIEW' and features an 'AVAILABLE SIGNUP SHEET' section. This section contains a dropdown menu with the following options: 'Select One', 'Select One', and 'Request a Private Meeting Room When Meeting Remotely with DS'. A red arrow points to the dropdown menu, and the third option is highlighted in blue. To the right of the dropdown is a 'Continue' button. Below the signup sheet is an 'IMPORTANT MESSAGE(S)' section with a warning icon. The message text reads: 'Please read the following message(s) regarding your account:' followed by a bulleted list: 'Your access to request accommodation will EXPIRE on Tuesday, August 25, 2020.', 'Reminder for Your Student Profile: Please provide updated docs and bring us candy to login after the date.', and 'Your To Do List:'.

3. Select “Continue” and you will be navigated to a secondary page with a description of the space, the dates in which it can be reserved, and some specific questions about the request.

The screenshot shows a web interface with a navigation bar at the top containing 'Welcome Test Student!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. On the left, there is a sidebar with sections: 'SMS (Text Messaging)' with a status of 'OFF' and an 'Update Preference' button; 'Home' with links to 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', and 'My Mailbox (Sent E-Mails)'; and 'My Accommodations' with links to 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'Alternative Formats', 'My Documents', 'My E-Form Agreements', and 'My Signup List'. The main content area displays a form titled 'Request a Private Meeting Room When Meeting Remotely with DS'. The form includes a description: 'Students should utilize this form if they want to request a private meeting room when meeting remotely with Disability Services staff during the Fall 2020 semester. This room cannot be reserved for any other purpose. Students are not required to request use of this space when meeting remotely with Disability Services staff, but this option is available. Technology needed to attend a remote meeting with DS staff will be provided as needed.' Below the description are the 'Start Date: 08/14/2020' and 'End Date: 11/25/2020'. A 'Questions' section follows, with two questions: '1. Are you requesting this space for a remote meeting with Disability Services staff?' and '2. Are you bringing your own computer with microphone and speakers (or headset/phone)?'. Each question has radio button options for 'Yes' and 'No'. There is also an 'Additional Note or Comment' text area.

4. After filling out the questions, select “Signup Now”. A confirmation email will be sent to your R-MC account. DS staff will email you a confirmation email after reviewing your request.

This screenshot shows the same form as the previous one, but with the 'Log Out' button highlighted in red in the sidebar. The 'Log Out' button is located in a yellow box with the text: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' Below this is a 'Log Out' button. The main content area shows the 'Questions' section with the second question: '2. Are you bringing your own computer with microphone and speakers (or headset/phone)?'. Below this is an 'Additional Note or Comment' text area. The third question is: '3. Have you already scheduled this meeting?'. Below this is another 'Additional Note or Comment' text area. At the bottom of the form, there are two buttons: 'Signup Now' and 'Back to List'. A red arrow points to the 'Signup Now' button.

***If you have any questions about using these features in the DSO, contact the Office of Disability Services at DSS@rmc.edu or 804-752-3152. We are here to help you!**