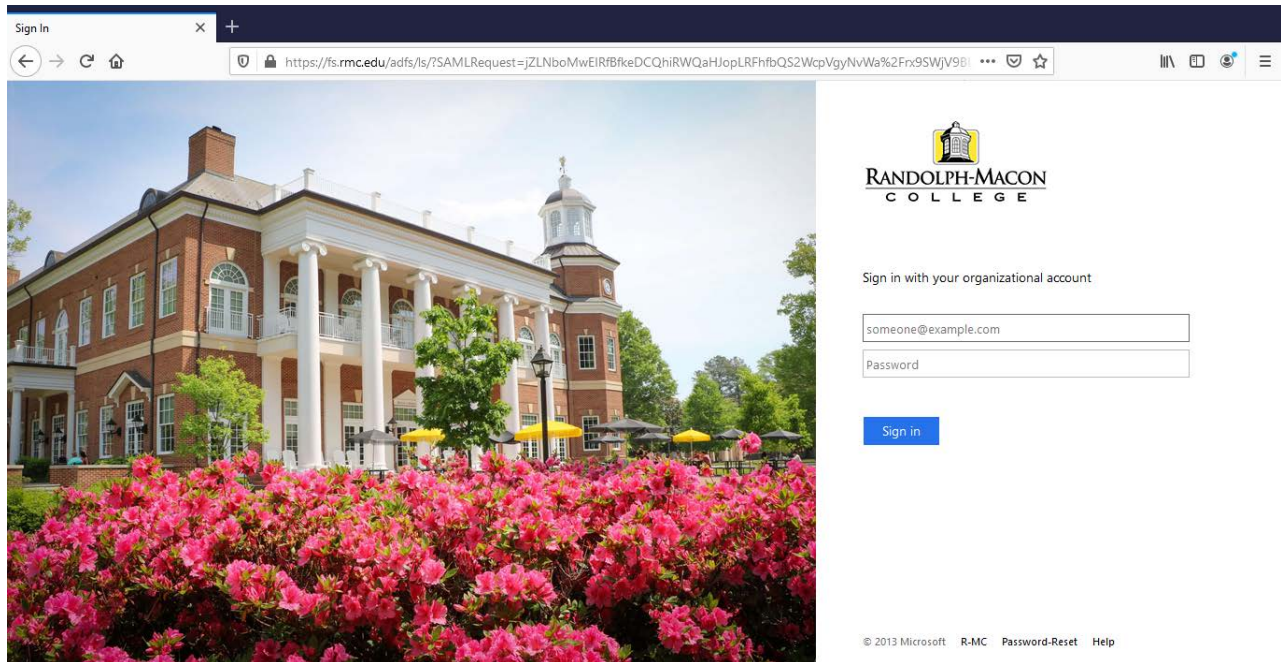
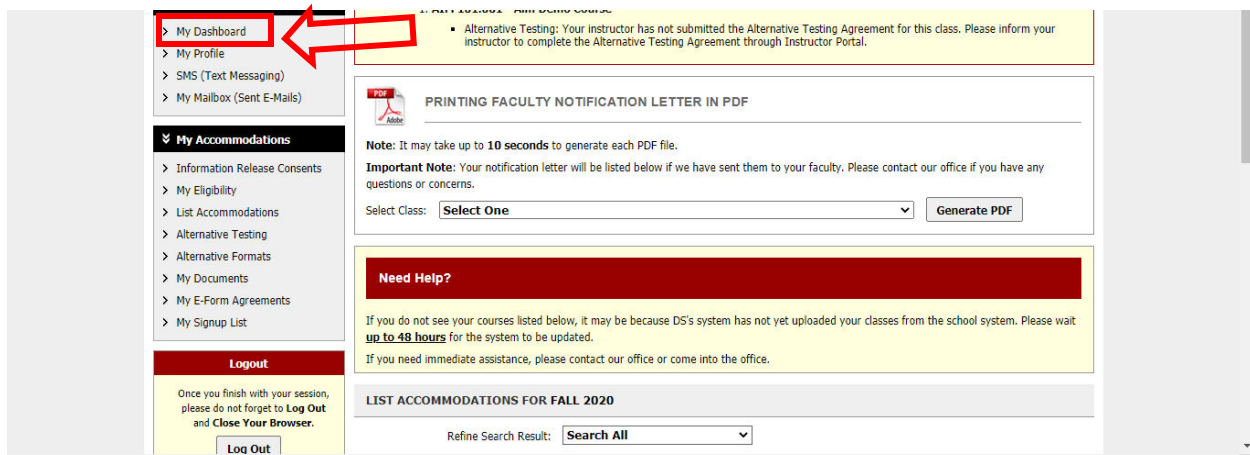


## How to Request Letters of Accommodation in Disability Services Online (DSO)

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. Once logged in, you should be directed to your Dashboard that provides an overview of your account. Click on "My Dashboard" on the left side if you navigate away from the Dashboard and need to return to it.



- Under “Select Accommodations for Your Class” section of “My Dashboard”, select the classes for which you want to request accommodations. Then, click “Step 2-Continue to Customize Your Accommodations”.

5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

**Step 1: Select Class(es)**

- Fall 2020 - CHEM 220.02 - BASIC INORGANIC CHEMISTRY (CRN: 2CHEM22002)
- Fall 2020 - GERM 111.02 - ELEMENTARY GERMAN (CRN: 2GERM11102)
- Fall 2020 - HIST 100.02 - MEDIEVAL WORLD (CRN: 3HIST10002)
- Fall 2020 - HONR 103.01 - HEROES OR VILLAINS (CRN: 2HONR10301)
- Fall 2020 - PHIL 251.02 - HIST W. PHILOSOPHY-ANCIENT (CRN: 2PHIL25102)
- Fall 2020 - YJSS 101.13 - YELLOW JACKET SUCCESS STRATEGY (CRN: 2YJSS10113)

**Step 2 - Continue to Customize Your Accommodations**

- For each class, select which accommodations you want to request. No accommodations are checked by default, but you can check any accommodation you want to use for a specific class (example: a four-function calculator accommodation is probably not needed in an English class). Once finished, click “Submit Your Accommodation Requests”.

› SMS (Text Messaging)      Date Range(s):      08/31/2020 - 12/11/2020

› My Mailbox (Sent E-Mails)      Location(s):      COP 303 (Campus: MAIN)

**My Accommodations**

- › Information Release Consents
- › My Eligibility
- › List Accommodations
- › Alternative Testing
- › My Documents
- › My E-Form Agreements
- › My Signup List

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for CHEM 220.02**


Allow student to exit class for short breaks       Assessment Accommodations

Questions? Contact Us!

5. Return to “My Dashboard” to verify your Letter of Accommodation request was sent. Beside each class, you will see the word “Requested”. Also, you will receive a confirmation email to your R-MC email account. Now that your instructors have been informed of your accommodations, you can schedule to take assessments proctored by the Office of Disability Services.

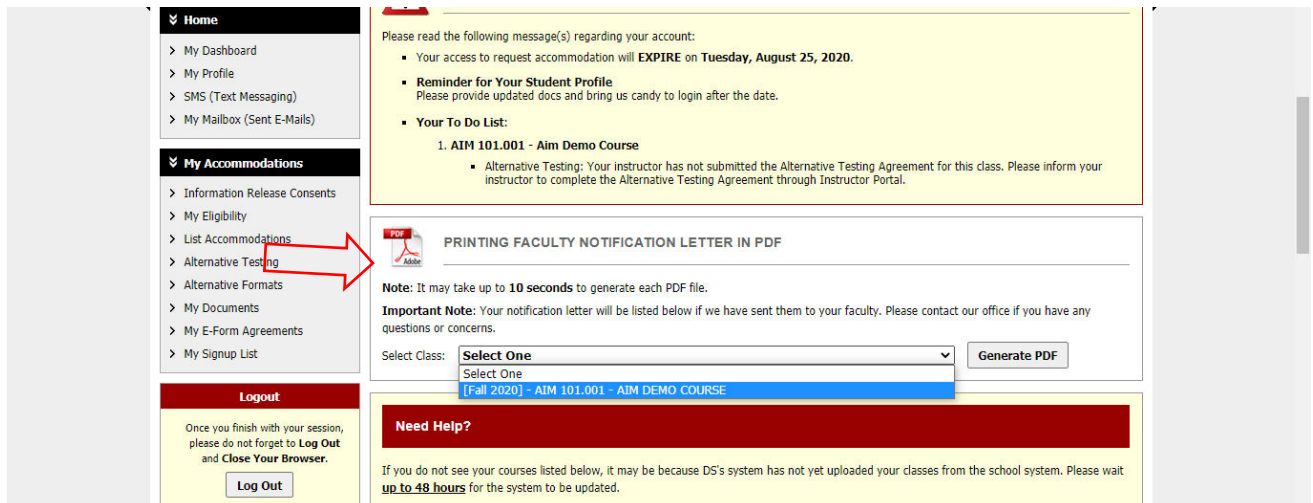
<b>AIM 101.001 - Aim Demo Course</b> (CRN: 12345) <a href="#">Modify Request</a> <a href="#">Cancel Request</a>	
Instructor(s):	<b>Kate MacDonald</b>
Days and Time(s):	<b>MWF at 10:00 AM - 12:00 PM</b>
Date Range(s):	<b>01/01/2020 - 12/25/2020</b>
Location(s):	<b>Old Main 227</b>

<b>Request Status</b>  <b>Approved</b>	First Entered by: Customer Support First Entered on: <b>08/12/2020 at 05:29 PM</b> Last Updated by: Brandon Woodmancy Last Updated on: <b>08/13/2020 at 05:04 PM</b>
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<b>Notification Letter</b> Status: <b>Emailed and Printed</b> Last Emailed: <b>08/12/2020 at 05:40 PM</b> Last Printed: <b>08/12/2020 at 05:41 PM</b>
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<b>List Accommodation(s) Selected for AIM 101.001</b> <ul style="list-style-type: none"> <li>Assessment Accommodations</li> <li>Extended time on course labs (50%)</li> <li>Peer Notetaker</li> <li>Textbooks and Course Materials in Accessible Formats</li> </ul>	<b>Other Information</b> <ul style="list-style-type: none"> <li><a href="#">View Complete Request History</a></li> <li><a href="#">View Faculty Notification Letter Notes</a></li> </ul>
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6. After you submit your accommodation request, you can also print a PDF version of your Letter of Accommodation if you choose. To do this, navigate to your Dashboard. Scroll down to “Printing Faculty Notification Letter in PDF”. Use the drop-down menu to select the class you for which you want to print a Letter of Accommodation. A PDF will be generated for you.



Home

- My Dashboard
- My Profile
- SMS (Text Messaging)
- My Mailbox (Sent E-Mails)

My Accommodations

- Information Release Consents
- My Eligibility
- List Accommodations
- Alternative Testing
- Alternative Formats
- My Documents
- My E-Form Agreements
- My Signup List

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

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:**
  - 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.

**PRINTING FACULTY NOTIFICATION LETTER IN PDF**

Note: It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: **Select One**

Select One

[Fall 2020] - AIM 101.001 - AIM DEMO COURSE

**Need Help?**

If you do not see your courses listed below, it may be because DS's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

**\*If you have any questions about requesting Letters of Accommodation through the DSO, contact the Office of Disability Services at [DSS@rmc.edu](mailto:DSS@rmc.edu) or 804-752-3152. We are here to help you!**