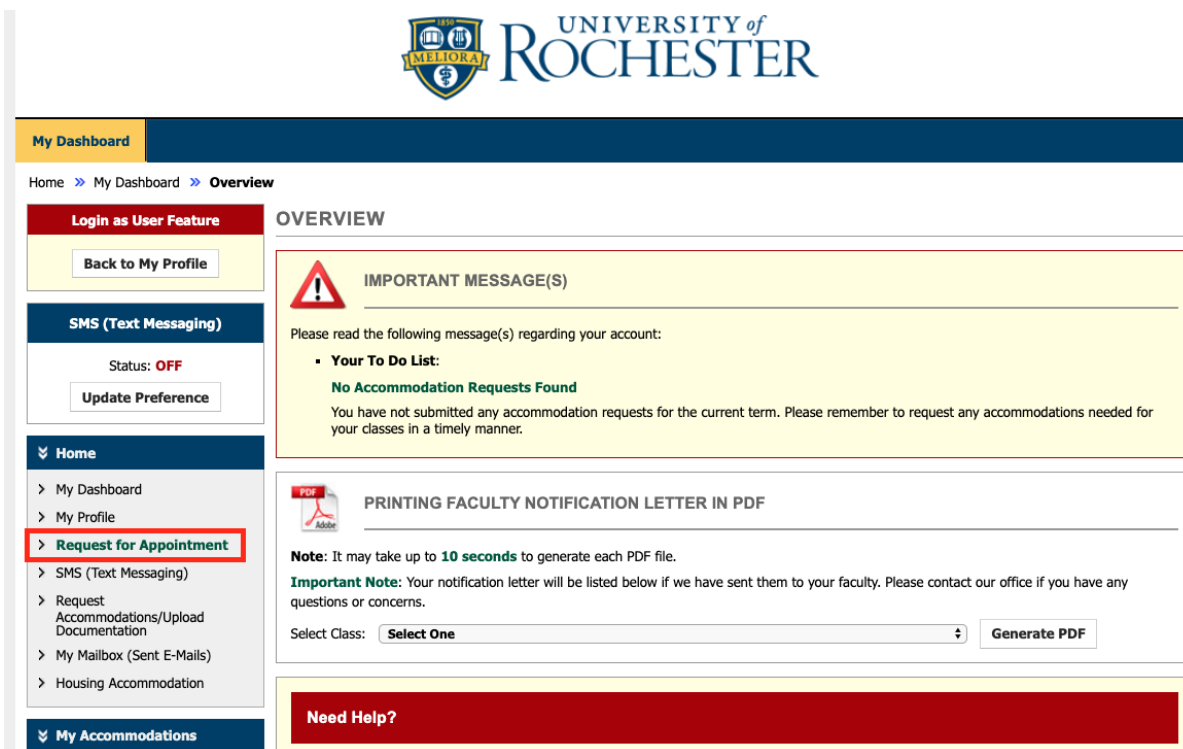


Requesting an Appointment with Your Access Coordinator

You can request an appointment with your access coordinator through the DR Student Portal. You can log in to the portal at <http://www.rochester.edu/college/disability/current/dr-student-portal.html>

Once you have logged into the DR Student Portal, you'll see a menu on the left-hand side of the page. Under **Home**, you can select **Request for Appointment**:



The screenshot displays the University of Rochester DR Student Portal. At the top, the university logo and name are visible. Below the header, there is a navigation bar with 'My Dashboard' selected. The main content area is titled 'OVERVIEW' and contains several sections:

- Home** (expanded):
 - My Dashboard
 - My Profile
 - Request for Appointment** (highlighted with a red box)
 - SMS (Text Messaging)
 - Request Accommodations/Upload Documentation
 - My Mailbox (Sent E-Mails)
 - Housing Accommodation
- My Accommodations** (collapsed)

The main content area includes:

- IMPORTANT MESSAGE(S)**: A warning icon and text stating 'Please read the following message(s) regarding your account:' followed by a 'Your To Do List' item: 'No Accommodation Requests Found'. A note below states: 'You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.'
- PRINTING FACULTY NOTIFICATION LETTER IN PDF**: A PDF icon and text stating 'Note: It may take up to 10 seconds to generate each PDF file.' An 'Important Note' follows: '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.' Below this is a 'Select Class:' dropdown menu with 'Select One' and a 'Generate PDF' button.

At the bottom of the main content area, there is a red banner with the text 'Need Help?'.

Complete the Appointment Request form that follows. Provide as many available time slots as you can to give us the best chance of connecting you with an access coordinator as soon as possible.

When you've completed the form, make sure to hit the **Submit Request for Appointment** button at the bottom of the page. You should see a green check mark indicating your request has been successfully submitted. Our staff will be in touch to confirm your appointment time.