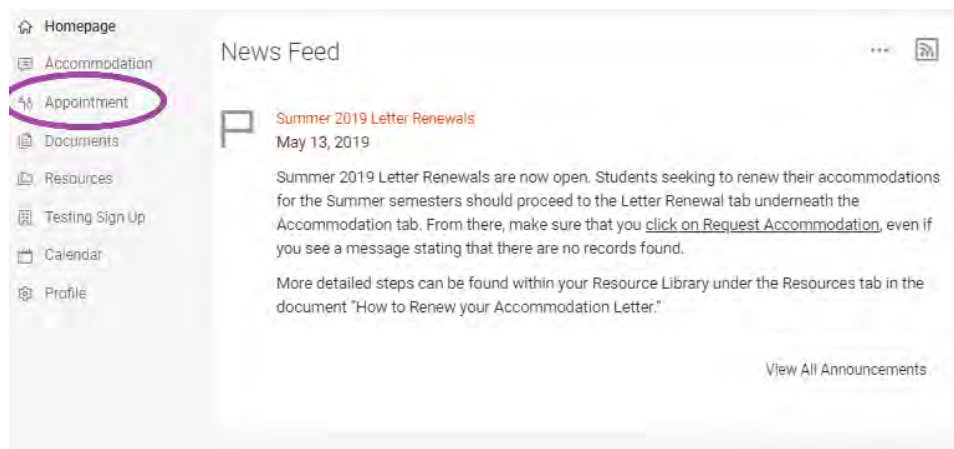


## Scheduling Appointments through the Disability Resource Portal

1. Log in to your Disability Resource Portal through MySlice. From your Portal home screen, select the **Appointment** tab along the side.



2. Please take a moment to read through the important information at the top of this screen before clicking on **Request New Appointment**.
  - Appointments can only be scheduled through your Portal if they are to be at least 18 hours in advance – you will not have an option to select a timeslot if it falls within the 18 hour cutoff. If you need to speak with someone sooner, please contact the main office front desk at 315.443.4498.
  - Any cancelling or rescheduling through your Portal must be done at least 24 hours prior to the scheduled appointment time. If you must cancel or reschedule within the 24 hour cutoff, please contact either the main office front desk at 315.443.4498 or the Academic Support desk at 315.443.6005.
  - **Academic Support, On-Track, and Learning Assessment (LA)** appointments **CANNOT** be scheduled through your Portal. To set up these types of appointments, you must contact either the main office front desk at 315.443.4498 or the Academic Support desk at 315.443.6005.

## Scheduling Appointments through the Disability Resource Portal

The screenshot shows a light blue header box with the following text:

- Schedule appointments here if they are at least 18 hours in advance. If you need to see your counselor sooner, please contact the main desk.
- Cancellations or rescheduling require at least 24 hour advance notice. If unable to provide this, please contact the appropriate front desk.
- Academic Support, On-Track, and LAC appointments CANNOT be scheduled here - you MUST contact the appropriate front desk to schedule these.
- Main Office Front Desk - 315.443.4498
- Academic Support Front Desk - 315.443.6005

A red arrow points from the bottom of the header box to the "Requested Appointments" section. Below the header are two columns: "Requested Appointments" and "Approved Appointments". Both columns contain a large white box with a document icon and the text "No records found." At the bottom left of the "Requested Appointments" box, there is a purple oval containing an orange button labeled "Request New Appointment".

- You will be provided with a number of filters to select from on the left hand side. The most important filters are the **Type** filter and the **Location** filter. You can change the **Date Range** if you would like an appointment at a later date, or you can narrow down the date range if needed.
  - From the **Location** filter, you will be given the options of where/how your appointment will take place. It is **very important** that you select the correct desired location – whether it will be an In-Person meeting at our office location of 804 University Ave, or whether it will be a Phone meeting for which you will call in to speak with your counselor.

## Scheduling Appointments through the Disability Resource Portal

Type  
Choose...

Date Range  
2019-06-19 Select to 2019-06-26  
Select

Time Range  
08 00 am Clear  
to  
07 00 pm Clear

Location

Counselor(s)  
+ search here  
Erin Engelhardt  
Annette Renee Jenner-Matthews  
Bethany Heaton Crawford  
0 of 9 selected [show selected] [show all]

Days of the Week  
Sun Mon Tue Wed Thu Fri Sat

Check Availability

Back To My Appointments

- From the **Appointment Type** filter, a box will pop up and you will be given a number of options based upon what kind of meeting you need to have. From there, the options with an arrow to the right will present a second box with further options. Select the type of appointment you wish to schedule. **Please be mindful of the length of times listed and choose appropriately.**
  - **ADA Housing** – this is for any and all discussions regarding Housing Accommodation requests you have submitted or are in the process of submitting
  - **Assistive Technology** – these are for meetings with our Alternative Format staff to help you learn how to use various software programs for accessibility
  - **Check-In** – this is if you just need very brief meeting with your counselor, for example, to have them sign a form or ask a quick question
  - **Follow Up** – these appointments can be either 30 minutes or 60 minutes long and can be used for a variety of discussions with your counselor (please select ADA Housing if you need to discuss housing accommodations)

## Scheduling Appointments through the Disability Resource Portal

- **Note Taking Assistance** – this is for students wanting to learn about using a Live Scribe SmartPen in the classroom for their Note Taking Assistance accommodation
- **Service Coordination** – this is for students who have been referred to Portia Altman to assist in setting up accessible transportation and/or acquiring a classroom assistant
- **Student Programming** – this is for students who need to meet with Kala Rounds regarding WRP (Workforce Recruitment Program) and/or DAPi (Delta Alpha Pi Honor Society)
- **Welcome Meeting** – this is for a student’s initial appointment with their counselor in order to discuss accommodations and create an appropriate access plan

Choose		DONE
<input type="radio"/>	Academic Support	▶
<input type="radio"/>	ADA Housing (30 min)	
<input type="radio"/>	Assistive Technology	▶
<input type="radio"/>	Check-In (15 min)	
<input type="radio"/>	Follow Up	▶
<input type="radio"/>	Learning Assessment	▶
<input type="radio"/>	Note Taking Assistance (30 min)	
<input type="radio"/>	On-Track	▶
<input type="radio"/>	Service Coordination (30 min)	
<input type="radio"/>	Student Programming (60 min)	
<input type="radio"/>	Welcome Meeting (60 min)	

4. After selecting your appointment type and clicking **Check Availability**, you should be given a list of available timeslots on the right hand side. If for some reason you are not seeing available times, you may need to expand your **Date Range**. Make sure that the **Location** is correctly listed under the counselor’s name and that you have selected the correct time.

## Scheduling Appointments through the Disability Resource Portal

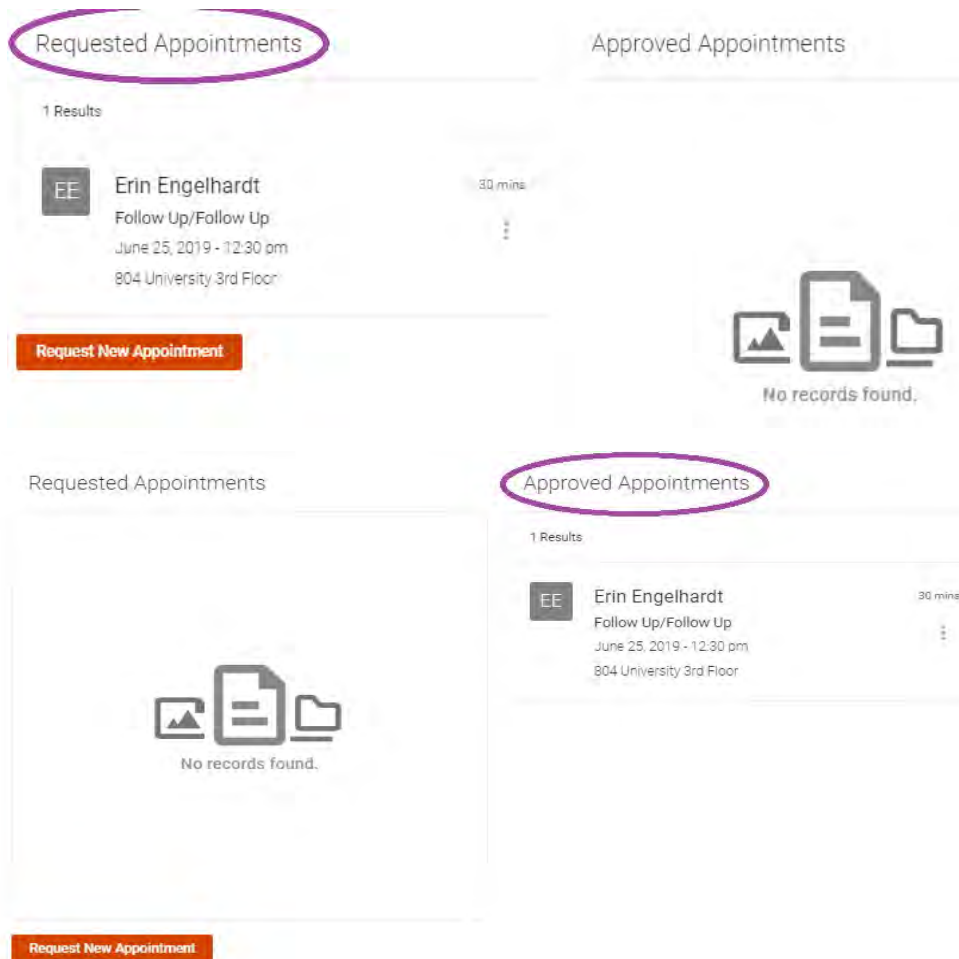
The screenshot shows the appointment scheduling interface. On the left, there are filters for Type (Follow Up (30 min)), Date Range (2019-06-20 to 2019-06-28), Time Range (08:00 am to 07:00 pm), Location (804 University 3rd Floor), and Counselor(s) (Erin Engelhardt, Annette Renee Jenner-Matthews, Bethany Heaton Crawford). On the right, a list of appointments for Tuesday, Jun 25, 2019 is shown. The appointment at 12:00 pm with Erin Engelhardt at 804 University 3rd Floor - 30 mins is circled in purple. A purple arrow points to the 12:30 pm slot.

- To schedule your appointment, you will be asked to provide a contact phone number. Please be aware that this number will only be used in the event that our office needs to contact you to cancel and/or reschedule an appointment with you. If you have selected to have a Phone appointment, it is **your responsibility to call our office at the scheduled time**. If there is anything in particular you would like to discuss during your appointment, feel free to add it to the **Additional Notes text box**, and then click **Submit Request** when you are done.

The first screenshot shows the 'Confirm Appointment' dialog box with the following fields: Student Contact Phone (with a purple arrow pointing to the input field), Length (30), Advisor (Erin Engelhardt), Date (June 25, 2019), and Location (804 University 3rd Floor). The second screenshot shows the same dialog box with the Time (12:30 pm) and Type (Follow Up/Follow Up (30 min)) fields, a purple arrow pointing to the Additional Notes text box, and a purple circle around the Submit Request button.

## Scheduling Appointments through the Disability Resource Portal

- After you have submitted your appointment request, you should notice it listed on the left side of your Appointments home screen under **Requested Appointments**. If you selected a time more than 24 hours in advance, you will also have the options to **Cancel** or **Reschedule** the appointment via the three dots to the right of the appointment (more information in next step). You will receive an email confirmation when your appointment request has been approved, at which point, it will also move to the right side of your screen under **Approved Appointments**.



- Should you need to **Cancel** your appointment and it is more than 24 hours in advance, click the **three dots** to the right of the appointment. In the pop up that will appear, choose the **Cancel** option. A new box will appear to enter the reason for your cancellation and click **Cancel Appointment**. If you have clicked cancel by mistake and do not wish to cancel, click the **X** in the upper right hand corner of the new window.

## Scheduling Appointments through the Disability Resource Portal

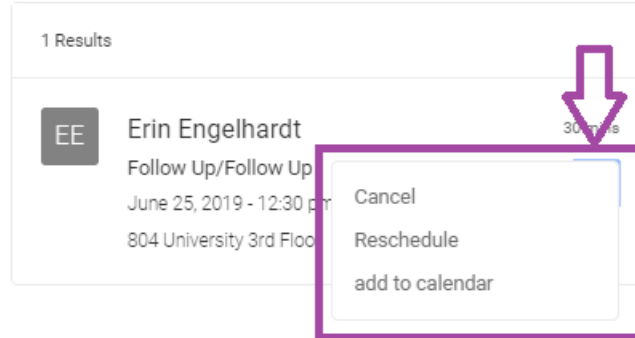
### Approved Appointments

1 Results

**EE** Erin Engelhardt 30 mins

Follow Up/Follow Up  
June 25, 2019 - 12:30 pm  
804 University 3rd Floor

Cancel  
Reschedule  
add to calendar



**Cancel Appointment** [X]

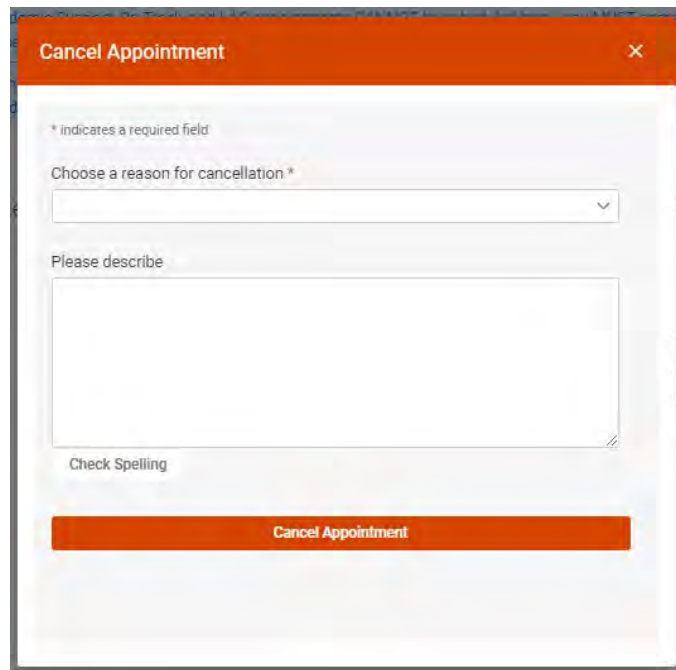
\* indicates a required field

Choose a reason for cancellation \*

Please describe

Check Spelling

**Cancel Appointment**



8. Should you just need to **Reschedule** your appointment, select the **Reschedule option** from the pop up and follow the previous steps in selecting an available timeslot that works for you.

## Scheduling Appointments through the Disability Resource Portal

Type  
Follow Up (30 min) X Choose...

Date Range  
2019-06-25 Select to 2019-07-02  
Select

Time Range  
08 00 am Clear  
to  
07 00 pm Clear

Location  
804 University 3rd Floor

Counselor(s)  
 Erin Engelhardt

Days of the Week  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

Check Availability  
Back To My Appointments

Start by choosing an initial filter from the choices at left



**If at any point in this process something is not working properly or you have questions, please send an email to [CDRaccommodate@syr.edu](mailto:CDRaccommodate@syr.edu) or call the Center for Disability Resources at (315) 443-4498**