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.
3. 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.
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)
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- **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

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.
5. 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.
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6. 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**.

7. 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.
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.
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If at any point in this process something is not working properly or you have questions, please send an email to CDRaccommodate@syr.edu or call the Center for Disability Resources at (315) 443-4498.