

# How to:

## Request Interpreters

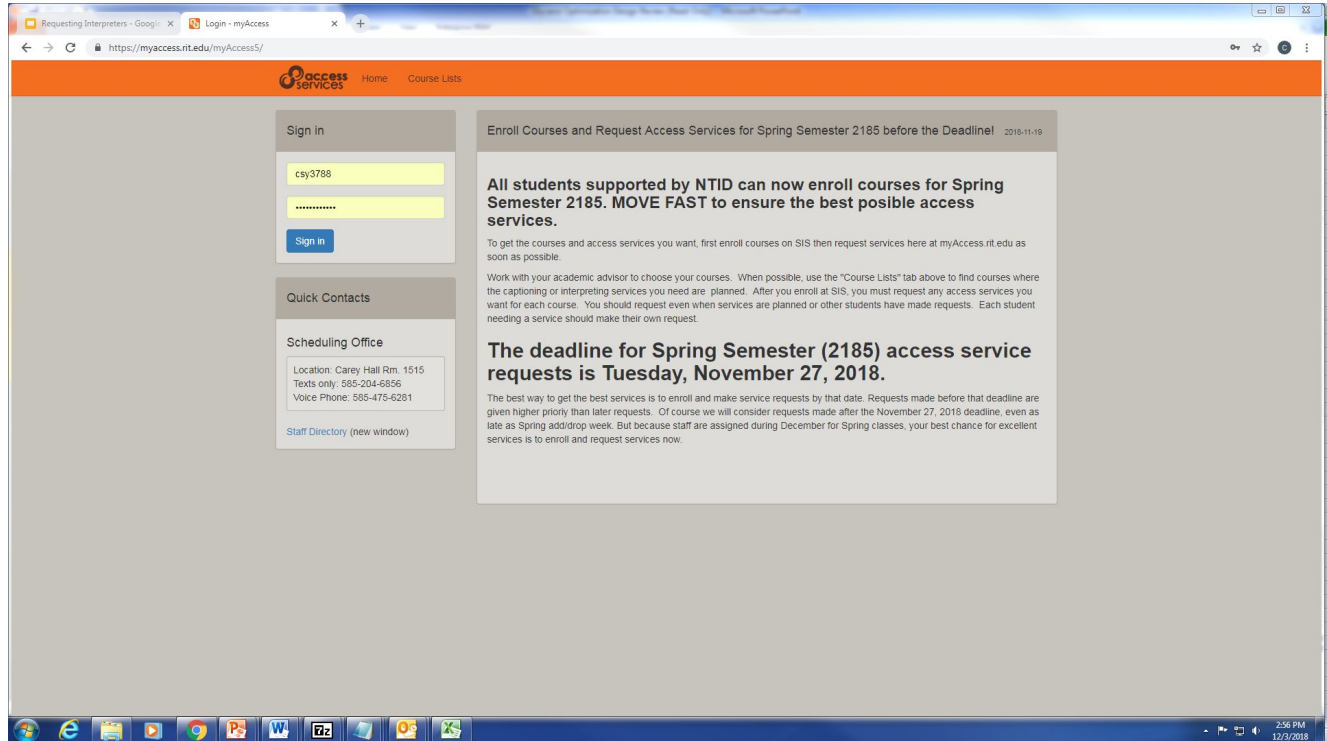
# Things to remember...

- In order for your event to get covered by Access Services, you must have students who are registered with their office attending your event
  - i.e. Deaf/HoH students
- You **MUST** submit your request **AT LEAST 72 hours** in advance
  - If you submit with less than 72 hrs until the event, there is a high chance your request will be denied
- To **ENSURE** that your event is covered, request interpreters at least 2 weeks prior to the event
  - Even if you are before 72 hrs, there is still no guarantee that they will have the last minute staff, so to be on the safe side, go with 2 weeks in advance
- Point of contact for Student Activities (Greek Life is part of this):
  - Jennifer Horack
  - Email: [jmhdis@ntid.rit.edu](mailto:jmhdis@ntid.rit.edu)

# Step 1

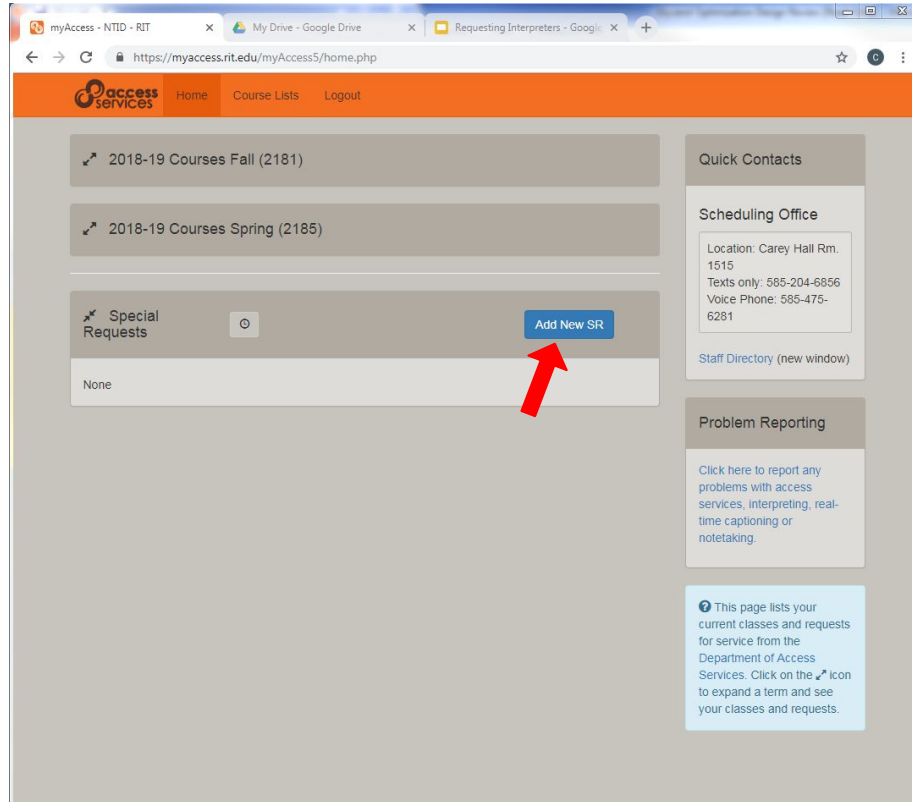
Go to Access  
Services website:  
<https://myaccess.rit.edu/>

Sign in with your  
RIT credentials



# Step 2.

Click the blue “Add New SR” button



# Step 3.

- Input the title of your event
- For the sake of Alpha Xi Delta business, we can ignore the “Class Related” drop down.
- Click the box next to “Interpreting”

Browser tabs: Create a new Access Services req, My Drive - Google Drive, Requesting Interpreters - Google, +

URL: [https://myaccess.rit.edu/myAccess5/SR\\_add.php](https://myaccess.rit.edu/myAccess5/SR_add.php)

Navigation: Home Course Lists Logout

Copy from Previous SR

New Request Title

Fire Safety Education Program

Class Related

Service Type

Please select one or more service types to request. If you need to request other service types, please give detailed information in the text box at the end (Details) so we can best serve your needs.

☒ Interpreting

☐ Captioning

☐ Notetaking

Dates, Times, Locations

Add a new Date, Time and Location

Recurrence

# Step 4.

- a. Click “Add a new Date, Time and Location”
- b. Input the date, time, and location of your event.\*

The screenshot shows a web browser window with the URL [https://myaccess.rit.edu/myAccess5/SR\\_add.php](https://myaccess.rit.edu/myAccess5/SR_add.php). The page has a header with tabs for "Create a new Access Services request", "My Drive - Google Drive", "Requesting Interpreters - Google", and a plus sign for more tabs. Below the header, there are checkboxes for "Captioning" and "Notetaking". The main section is titled "Dates, Times, Locations" and contains a red-bordered input area with four fields: a date field showing "12/07/2018", a time field showing "8:00 PM" with a dropdown arrow, another time field showing "9:30 PM" with a dropdown arrow, and a location field showing "Alpha Xi Delta House, 620 Charters Way". To the right of these fields is a red button with a white "X" icon. Below the input area are two blue buttons: "Add a new Date, Time and Location" and "Recurrence". The "Event Type" section is below the buttons and is divided into two parts: "Academic related requests" and "Non-academic related requests". The "Academic related requests" section has radio buttons for "SCB & GCCIS", "COLA", "COS, CHST", "CIAS", and "NTID, CAST, KGCOE, others". The "Non-academic related requests" section has radio buttons for "Residence Life & Public Safety", "Athletics, Wellness, & NTID Student Life", "RIT Student Activities", "RIT Programs, Services & Staff", and "NTID Programs & Services and RIT President's Office". On the right side of the "Event Type" section, there is a light blue box containing the text: "RIT Student Clubs and Government (SG), Greek Life, CAB, Orientation", "Interpreting: Jennifer Horak, jmhdls@rit.edu", "Caption: Susan Stella, sasnes@rit.edu", and "Notetaking: Sheila Ryan, smrdisa@rit.edu".

\*Always OVERESTIMATE the time your event will take by at least 15 minutes just in case the event goes late. The interpreting office will schedule interpreters for back to back assignments, so to ensure that they will be available for the duration of your event, this is good practice.

# Step 5.

Choose your  
“Event Type”

Click the circle  
next to “RIT  
Student  
Activities” the is  
under  
“Non-academic  
related requests”

The screenshot shows a web browser window with the URL [https://myaccess.rit.edu/myAccess5/SR\\_add.php](https://myaccess.rit.edu/myAccess5/SR_add.php). The form includes checkboxes for "Captioning" and "Notetaking". Under the "Dates, Times, Locations" section, there are input fields for a date (12/07/2018), a time (8:00 PM), another time (9:30 PM), and a location (Alpha Xi Delta House, 620 Charters Way). Below these are buttons for "Add a new Date, Time and Location" and "Recurrence". The "Event Type" section is divided into "Academic related requests" and "Non-academic related requests". Under "Non-academic related requests", the "RIT Student Activities" option is selected, indicated by a red arrow. A light blue callout box on the right provides contact information for services: Interpreting (Jennifer Horak, jmhdls@rit.edu), Captioning (Susan Stella, sasnes@rit.edu), and Notetaking (Sheila Ryan, smrdisa@rit.edu).

Create a new Access Services request

My Drive - Google Drive

Requesting Interpreters - Google

https://myaccess.rit.edu/myAccess5/SR\_add.php

☐ Captioning  
☐ Notetaking

Dates, Times, Locations

12/07/2018 8:00 PM 9:30 PM Alpha Xi Delta House, 620 Charters Way

Add a new Date, Time and Location Recurrence

Event Type

Academic related requests

- ☐ SCB & GCCIS
- ☐ COLA
- ☐ COS, CHST
- ☐ CIAS
- ☐ NTID, CAST, KGCOE, others

Non-academic related requests

- ☐ Residence Life & Public Safety
- ☐ Athletics, Wellness, & NTID Student Life
- ☒ RIT Student Activities
- ☐ RIT Programs, Services & Staff
- ☐ NTID Programs & Services and RIT President's Office

RIT Student Clubs and Government (SG), Greek Life, CAB, Orientation

Interpreting: Jennifer Horak, jmhdls@rit.edu  
Caption: Susan Stella, sasnes@rit.edu  
Notetaking: Sheila Ryan, smrdisa@rit.edu

# Step 6.

In the “Attendees” section, input the RIT credentials for all of the deaf/HoH sisters so that they can accept the request via their emails.\*

Only type the three letters and four numbers

- “abc1234”

\*Note: your own credentials will be listed as well

The screenshot shows a web form for submitting a service request. A red rectangular box highlights the "Attendees" section, which includes a text input field containing "gle2127" and an "Add" button. Below this are several blue buttons, each representing a user with a three-letter and four-number credential followed by an "x" (e.g., "csy3788 x", "smm1970 x", "cjb6801 x", "mmg6806 x", "aeh1919 x", "jkr2141 x", "jmm9844 x"). To the right of the "Attendees" section is the "Viewers" section, which has a text input field for "RIT Username (DCE)" and an "Add" button. Below these sections is the "Details" section, which contains a large text area with a pre-filled description of an educational program. At the bottom left of the form is a "Submit Service Request" button. On the right side of the form, there is additional text providing instructions and examples for the details section, including fields for "Sponsoring organization(s)", "Activities", "Topic/Description", "Language preferences, special needs", and "Website links or other information available for preparation".

**Attendees**

gle2127

csy3788 x smm1970 x

cjb6801 x mmg6806 x

aeh1919 x jkr2141 x

jmm9844 x

**Viewers**

RIT Username (DCE)

**Details**

This is an educational program intended to teach/remind sisters of good fire safety practices. It will be conducted "Jeopardy-style." Participants will be expected to communicate and discuss responses within teams and gather information from a presenter.

Please include as much additional information as possible. The information you provide makes it easier to process your request and helps the service providers do their best work.

Sponsoring organization(s) {Ex.: CAB, NSC, IVCF, SG, etc.}

Activities {Ex.: Lecture, discussion, job interview, field trip, judicial hearing, team mtg., etc.}

Topic/Description (Provide what details you can to assist providers to prepare)

Language preferences, special needs {Ex.: Prefer ASL or Tactile needed}

Website links or other information available for preparation



# Step 7.

Under the “Details” section of the page, provide a description of your event including the communication style that you will expect of your participants.

Attendees

Add

csy3788 x

smm1970 x

cjb6801 x

mmg6806 x

aeh1919 x

jkr2141 x

jmm9844 x

Viewers

Add

Details

This is an educational program intended to teach/remind sisters of good fire safety practices. It will be conducted "Jeopardy-style." Participants will be expected to communicate and discuss responses within teams and gather information from a presenter.

Submit Service Request

Please include as much additional information as possible. The information you provide makes it easier to process your request and helps the service providers do their best work.

Sponsoring organization(s) {Ex.: CAB, NSC, IVCF, SG, etc.}

Activities {Ex.: Lecture, discussion, job interview, field trip, judicial hearing, team mtg., etc.}

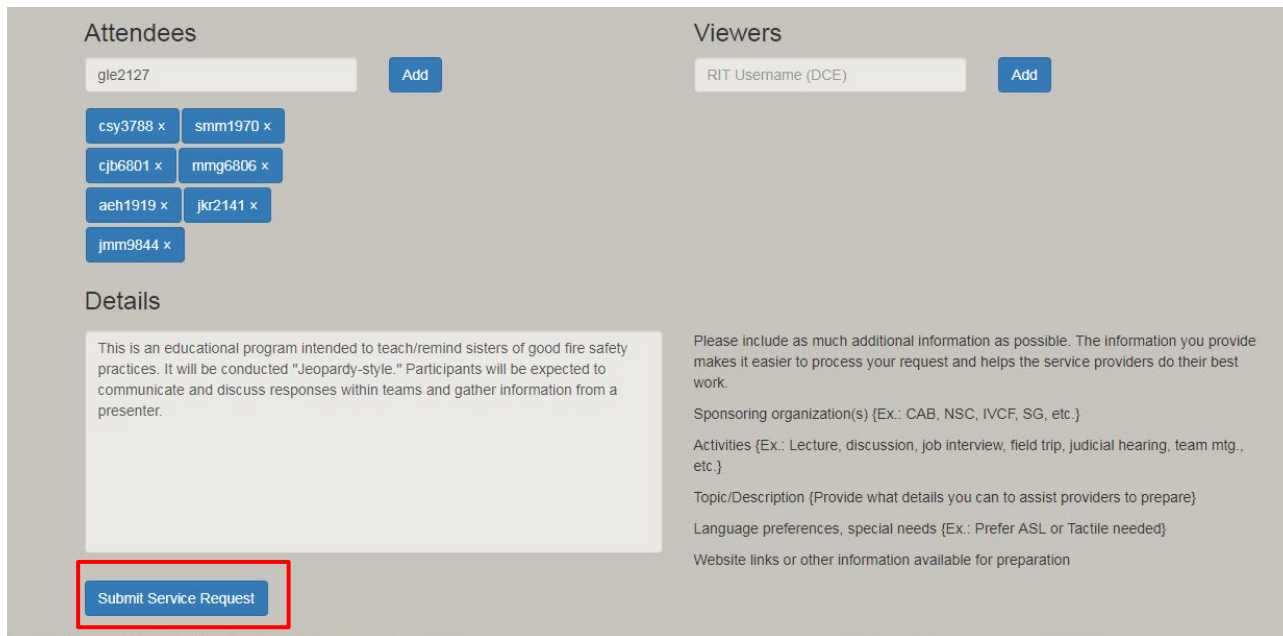
Topic/Description (Provide what details you can to assist providers to prepare)

Language preferences, special needs {Ex.: Prefer ASL or Tactile needed}

Website links or other information available for preparation

# Step 8.

Submit your service request by selecting the blue box that says “Submit Service Request”\*



The screenshot shows a web form for submitting a service request. It is divided into three main sections: Attendees, Viewers, and Details.

- Attendees:** Contains a text input field with "gle2127" and an "Add" button. Below this are several blue buttons, each with a username and an "x" icon: "csy3788 x", "smm1970 x", "cjb6801 x", "mmg6806 x", "aeh1919 x", "jkr2141 x", and "jmm9844 x".
- Viewers:** Contains a text input field with "RIT Username (DCE)" and an "Add" button.
- Details:** Contains a large text area with the following text: "This is an educational program intended to teach/remind sisters of good fire safety practices. It will be conducted 'Jeopardy-style.' Participants will be expected to communicate and discuss responses within teams and gather information from a presenter." Below this text area is a blue button labeled "Submit Service Request", which is highlighted with a red rectangular border.

Below the Details section, there is additional information for the user to provide:

- Please include as much additional information as possible. The information you provide makes it easier to process your request and helps the service providers do their best work.
- Sponsoring organization(s) (Ex.: CAB, NSC, IVCF, SG, etc.)
- Activities (Ex.: Lecture, discussion, job interview, field trip, judicial hearing, team mtg., etc.)
- Topic/Description (Provide what details you can to assist providers to prepare)
- Language preferences, special needs (Ex.: Prefer ASL or Tactile needed)
- Website links or other information available for preparation

\*On the confirmation page, you will be given a four digit Service Request Number. Keep that number on record. If you need to communicate with Jennifer about your request, she will want to know that.