



University of Colorado
Boulder

Disability Services

**- New Students -
Accommodate User Guide**

STEP ONE: Submit your Application for Accommodations

https://coloradoboulder-accommodate.symplicity.com/public_accommodation/



Disability Services
UNIVERSITY OF COLORADO **BOULDER**

Application for Accommodations

Submit

* indicates a required field

Student Information

Please enter your information



First Name *

Last Name *

Middle Name

Student ID *

CU Email *

Please use your university issued email address

Phone Number *

Date of Birth *

Disability and Impacts

Describe the disability for which you are seeking an accommodation. *


Describe the accommodation(s) you are requesting within an academic setting. *

Describe how the accommodations you have requested would address the academic impact of your disability. *

Upload supporting document(s)

Add Item

Please prove you are not a robot

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

I understand *

- Appropriate documentation of my disability from a qualified provider is required in order to receive accommodations.
- It may be necessary for Disability Services to discuss my needs for accommodations with other entities on campus as appropriate to my situation. Specific disability information will only be shared with the appropriate university personnel on a need-to-know basis.

☐ I understand

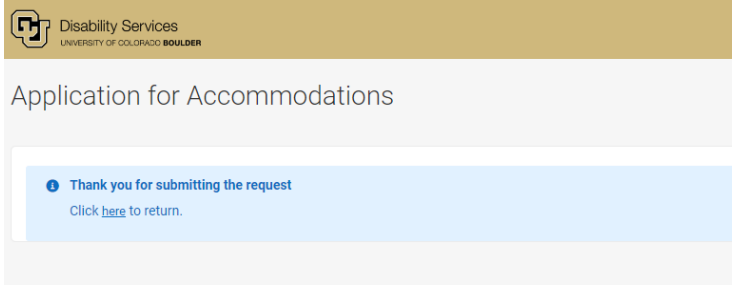
Additional Questions

- If you have questions regarding Housing and Dining accommodations, please contact HousingAccommodations@colorado.edu or (303) 492-6673.
- If you have questions regarding student or graduate assistant employment accommodations, please contact ADA Compliance at adaordinator@colorado.edu or (303) 492-9725.

Submit

- 1) Enter the requested information. (*) means an answer is required.
- 2) Upload your documentation (if available) in the "Upload supporting document(s)" tab.
- 3) Check off the "I'm not a robot" box.
- 4) Check off "I understand".

- 5) Select "Submit".
- 6) You will see confirmation stating "Thank you for submitting the request"



- 7) You will then receive a confirmation email stating your **application has been received.**



Hi [accessibility_request|student_fname],

Thank you for submitting your Application for Accommodations to Disability Services. Once we have processed it, you will receive a notification email to schedule your Access Meeting.

While documentation is not required to schedule your Access Meeting, we encourage you to submit your documentation as soon as possible if you have not already. Documentation can be sent by:

- Email: dsinfo@colorado.edu
- Fax: (303) 492-5601

Documentation Guidelines can be viewed at:
<http://www.colorado.edu/disabilityservices/students/register-disability-services/documentation-guidelines>.

Please contact our office if you have any questions.

Sincerely,

Disability Services
Division of Student Affairs
T 303 492 8671
E dsinfo@colorado.edu
www.colorado.edu/disabilityservices

STEP TWO:

- 1) Once your application has been processed by Disability Services, you will receive another notification via email asking you to log in to the Accommodate portal to **schedule your Access Meeting**.



Dear [student|fname],

We received your Application for Accommodations and you can now schedule your Virtual Access Meeting you with your assigned Access Coordinator, [accessibility_request|assigned_to], to review your accommodation requests. To do so, please log in to our office management system, Accommodate [system_url].

To log in to Accommodate:

- Log in to the Accommodate portal here: [system_url].
- Select "Student" and use your IdentiKey credentials.

To schedule an Access Meeting:

- On the home screen, select "Appointment" on the left side of the screen.
- Select, "Request New Appointment."
- Enter appointment "Type" (Access Meeting), select a date range, select a time range, and select an appointment "Location" (Virtual).
- Availability for [accessibility_request|assigned_to] will appear on the right side of the screen - choose your preferred time and "Submit Request."

If you prefer to schedule your Access Meeting by phone or if you have a disability-related need for an in-person meeting, please call (303)-492-8671 or email dsinfo@colorado.edu.

Thank you and we look forward to meeting with you soon.

Sincerely,

Disability Services
Division of Student Affairs
T 303 492 8671
E dsinfo@colorado.edu

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- 2) After scheduling your Access Meeting, you will receive an **appointment confirmation** email.



Dear [fname],

This email confirms your scheduled [appointment_type] with Disability Services. Please review the meeting details below:

- [appointment_type] with [counselor]
- Where: [location] via Zoom
- When: [appointment_date] at [appointment_time]
- How long: [appointment_length] minutes

You will receive a Zoom meeting invitation the day before the virtual meeting. Please contact dsinfo@colorado.edu on the day of the appointment if you have not yet received a Zoom invitation. Thank you.

Sincerely,

Disability Services
Division of Student Affairs
T 303 492 8671
E dsinfo@colorado.edu
www.colorado.edu/disabilityservices

STEP THREE: If you haven't already, submit your documentation. We encourage you to submit your documentation as soon as possible to make the process faster. Documentation Guidelines can be viewed at:

<http://www.colorado.edu/disabilityservices/students/register-disability-services/documentation-guidelines>

FINAL STEPS: After your Access Meeting, you will receive a **Notice of Determination** regarding your accommodation requests. To send your approved Accommodation Letters to your instructors, follow the steps for [Submitting Semester Requests](#).



Disability Services

UNIVERSITY OF COLORADO **BOULDER**

Dear [student|lname],

A Notice of Determination (NOD) has been created for you. Please log in to Accommodate [system_url] to review the NOD and submit a semester request for your Accommodation Letters.

To Review the NOD:

- Select "Accommodation" on the left side of the screen
- Select "Accommodation Letters" on the left side of the screen
- Click on "Notice of Determination-Please Review" and review
- Click "Save"

To submit a semester request for your Accommodation Letters:

- Select "Accommodation" on the left side of the screen
 - Select "Semester Request" on the left side of the screen
 - Click the current semester under Semester and click "Apply Search"
 - Select "Add New"
 - Click the current semester under Semester
 - Click "Review the Renewal" to select accommodations by course OR click "Submit for All Accommodations" to add all accommodations for all courses.
 - You will submit a semester request for your Accommodation Letters each semester.
 - If you are a Law School Student, you do not need to submit a Semester Request each semester.
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