Disability Services
Accommodate Training - Student Session
Agenda

● What is Accommodate?

● Accessing Accommodate
  ○ If you would like to follow along in Accommodate, link to sign on is available in Zoom link.

● Submitting Semester Requests

● Letters of Accommodation
  ○ Student and Faculty Responsibilities

● Submitting Supplemental Requests

● Scheduling a meeting with your Access Coordinator
What is Accommodate?

- A portal that manages the student registration process, accommodation letters and accommodation implementation.
- Launched Accommodate to ease and streamline accommodation management for student, faculty and staff.
Accessing and Logging into Accommodate

1. Access the Accommodate portal here: https://coloradoboulder-accommodate.symplicity.com/
2. Select “Student” under “What type of user are you?”
3. Use your CU IdentiKey credentials to log in.
Submitting Semester Requests

1. Select “Accommodation” on the left side of the screen.
2. Select “Semester Request”.

![Diagram showing the Accommodation menu and selecting Semester Request](image-url)
Submitting Semester Requests

3. Select “Add New” and select the correct semester from the dropdown menu.
Submitting Semester Requests

5. Select “Review the Renewal” to select accommodations by course **OR** select “Submit for All Accommodations” to add all accommodations for all courses.

6. You will receive a notification email stating your semester requests have been received.
Signing Accommodation Letters

1. You will receive an email notification stating your Accommodation Letters have been successfully created. Log in to Accommodate to sign your Accommodation Letters.
Signing Accommodation Letters

2. On the home screen, select “Accommodation” on the left side of the screen.

3. Select “Accommodation Letters”.
Signing Accommodation Letters

4. Select “Letter of Accommodation”.

![Image of website interface with 'Letter of Accommodation' highlighted]
Signing Accommodation Letters

5. Scroll to the bottom of the Accommodation Letter and type your name.

6. Select “Save”.

7. You will receive a confirmation email stating your signature was successfully submitted.
Student and Faculty Responsibilities

Student responsibilities:

- Schedule a virtual meeting with your professor during posted office hours or at a scheduled meeting time to discuss your letter of accommodation.
- Establish an accommodation plan with each professor regarding the specifics of how accommodations will be implemented. Make sure this agreement is clear to both of you.
- Clarify and/or confirm your accommodation(s) with the professor prior to each exam.

Faculty responsibilities:

- Schedule a virtual meeting with your student during posted office hours or at a scheduled meeting time to discuss their letter of accommodation.
- Establish an accommodation plan with each student regarding the specifics of how accommodations will be implemented. Make sure this agreement is clear to both of you.
- Clarify and/or confirm their accommodation(s) with the student prior to each exam.
Submit Supplemental Accommodations Request

1. Select “Accommodation” on the left side of the screen.
2. Select “Supplemental”.

![Image showing the process of selecting Accommodation and Supplemental options](Image)
Submit Supplemental Accommodations Request

3. Select “Add New”.

![Accommodation request form](image-url)
Submit Supplemental Accommodations Request

4. Enter the requested information. (*) means an answer is required. Upload additional documentation (if available) in the “Add Item” tab.

5. Select “Submit”.

6. You will receive a confirmation email stating your Supplemental Accommodations request has been received.
Requesting an Appointment with your Access Coordinator

1. On the home screen, select “Appointment” on the left side of the screen.
Requesting an Appointment with your Access Coordinator

2. Select “Request New Appointment”.

![Diagram showing the process of requesting an appointment](image-url)
Requesting an Appointment with your Access Coordinator

3. Enter appointment “Type”, select a date range, select a time range, and select an appointment “Location” (Virtual).
Requesting an Appointment with your Access Coordinator

4. Availability for will appear on the right side of the screen - choose your preferred time. If you prefer to schedule 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.
5. If you would like, you may enter additional notes regarding the appointment for your Access Coordinator to review prior to the meeting.

6. Select, “Submit Request”.
Tips and Tricks

- Add dsinfo@colorado.edu, dsassistant@colorado.edu and your Access Coordinator’s email to your inbox so that they do not go to Spam.
- At least a week before any exam or quiz, confirm your accommodations with your professor.
- Email your professor to schedule a virtual meeting to review your accommodations.
Questions?

Disability Services
Division of Student Affairs

• Center for Community, N200
• (303)-492-8671
• dsinfo@colorado.edu
• http://www.colorado.edu/disabilityservices/