Accommodate Student Guide

The Office of Accessibility Resources (OAR) at Shippensburg University uses a web-based software call Accommodate to provide services to registered students with accommodations. Access to this system is available to all students who are registered with our office.

Please use this guide to assist you with completing the necessary tasks to utilize and maintain your approved accommodations with OAR.

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HOW TO LOG IN TO ACCOMMODATE
1. Use the following link: https://ship-accommodate.symplicity.com/
2. Choose Student User.
3. Log in using your Shippensburg University credentials.

HOW TO COMPLETE A SEMESTER REQUEST (OR RENEW YOUR ACCOMMODATIONS)
1. Log in to Accommodate
2. Click on the Accommodate tab in the sidebar and then select Semester Request from the submenu.
3. Click the Add New button.
4. From the Semester dropdown menu, select the semester for which you are renewing your accommodations. The page will reload, and you will see your course schedule.
5. Select Submit for All Accommodations OR Review the Renewal.
6. If you select Submit for All Accommodations, you are requesting all your accommodations for all of your courses.
   **If you do not need every accommodation for every class please follow the steps for Review the Renewal**
7. To review your accommodations for each course, click on **Review the Renewal.** If you know an accommodation will not be necessary for one or more of your courses, you can uncheck the box to the left of that course. **Complete this process for each accommodation listed.**

8. If you add or drop any courses AFTER you complete a Semester Request for the same semester, please notify OAR immediately.

If you need assistance with or have questions regarding the completion of a Semester Request, please reach out to the Office Accessibility Resources at your earliest convenience.

**HOW TO ACCESS YOUR ACCOMMODATION LETTER**

1. Log in to *Accommodate.*
2. Click on the **Accommodation** tab in the sidebar and then select **Accommodation Letters** from the submenu.
3. Click on the name of the document you want to access to open it. Accommodation Letters are labeled Accommodation Notification Form.
4. To print your Accommodation Letter, click on the **Print Letter** button and follow the prompts.

To save a digital copy of your Accommodations Letter for your records or to send to all your professors, click on the **Generate PDF** button and follow the

**HOW TO SUBMIT A SUPPLEMENTAL REQUEST (OR REQUEST AN ADDITIONAL ACCOMMODATIONS)**

A Supplemental Request is a task that a student can complete online in *Accommodate* to request an additional accommodation to be added to their approved accommodations.

1. Log in to *Accommodate.*
2. Click on the **Accommodation** tab in the sidebar then select **Supplemental** from the submenu.
3. Click the **Add New** button.
4. Fill out the form fields on the page. You can request more than one accommodation by using the **Request Additional Accommodation** button at the bottom of the form, if needed.
5. You may upload documents supporting your need for new accommodation by using the **Add Item** button located toward the bottom of the page, if needed.
6. Make sure your request is accurate. Then click the **Submit** button.
7. OAR will review your request and follow up with you.

**HOW TO REQUEST AN APPOINTMENT WITH OAR STAFF**

1. Log in to *Accommodate.*
2. Click on the **Appointment** tab on the sidebar. **Request New Appointment.**
3. You can now filter by appointment type, date, and time. After you have made your selections, click **Check Availability.** Availability that matches your specifications will appear on the right side of the screen.

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4. Confirm appointment. Please include any notes that may be relevant to your appointment so staff can be prepared.
5. Once you have confirmed the appointment, the request will show in the Appointment tab. From here, you will be able to cancel or reschedule an appointment.
6. You will receive an email notification once the appointment has been approved.
7. You will need to swipe in at the Kiosk when you arrive for your appointment.

HOW TO SCHEDULE AN EXAM APPOINTMENT
1. Log in to Accommodate.
2. Click on Testing Room.
3. Click on New Booking Request.
4. You will need to choose which course the exam is for from the drop-down menu.
5. You will then need to make selections for the date range, time, and day of the week to find testing room availability.
6. Once you have entered the specifics, click on Check Availability.
7. Available time slots will now show on the right side of the screen. Choose the most appropriate time slot to match your course day/time.
8. After you click on an available time slot you will see a Confirm Exam Booking window.
   1. This is where you will enter the length of time for the exam, additional accommodation needs, technology needs, and any notes you would like us to know about this appointment.
   2. Length of time for the exam includes the extended time.
      1. For example, if the class has 50 minutes to complete the exam, you will enter 100 to length of time.
9. Building will always be Mowrey Hall and room 253. You will be assigned to a specific testing room once your request has been processed.
10. Once you have confirmed the exam appointment, the request will show in your Testing Room tab. You will receive an email notification once the request has been approved.

HOW TO ACCESS NOTES IN THE NOTE-TAKER NETWORK (FOR STUDENTS WITH A NOTE-TAKING ACCOMMODATION ONLY)
1. Log in to Accommodate.
2. Click on the Note-Taker Network tab on the sidebar.
3. Click on More Filters.
4. In the box labeled course, type in the name of the course you would like to view notes for followed by clicking the Apply Search button.
5. Complete this process for each course you receive notes for making sure to click on the Clear button between your searches.
6. Communicate with OAR immediately if you are having any issues with the notes you are receiving.
HOW TO SUBMIT AN ALTERNATIVE FORMAT TEXTBOOK REQUEST

BEFORE logging in to Accommodate to complete your Alternative Format Textbook request, you must first gather the following required information to complete your request:
- The title of the book
- The author of the book
- The publisher of the book
- The ISBN number. This is typically a 13-digit number that identifies a book found on the copyright page or on the back cover of the book near the publisher’s barcode. New ISBN numbers begin with “978”.
- the CRN for the course, listed your concise student schedule.
- A receipt or proof of purchase for the textbook, in a format that you can upload online with your request (digital image, scan, etc.)

To complete an Alternative Format Textbook Request, please use the following steps:
1. Log in to Accommodate.
2. Click on the Accommodation tab in the sidebar and then select Alternative Format from the submenu.
3. Click on Current and Student Entered.
4. Click on Upload Document for Alternative Format Request
5. Complete the form that appears. All fields are required to submit.
6. To request multiple books at one time, click on the Request Additional Alternative Format button before submitting your request.
7. Click the Submit button when you have completed your request. You can also save your work by clicking Save button which will allow you to come back at a later time.
8. Check back under the Alternative Format subtab for updates on your request. You can also call, email, or visit OAR to obtain the status of your text.
9. **I need verbiage here for direction on how to pick up the book**

HOW TO ADD ACCOMMODATE TO YOUR HOME SCREEN OF YOUR MOBILE DEVICE

1. Access Accommodate on your mobile device using the instructions above.
2. Once accessed, click on your mobile device’s Action Button to add Accommodate to your home screen. For example, if you have an iPhone, the little square button with the upward-pointing arrow at the bottom center of the screen is the action button. Press this button followed by scrolling through and selecting Add to Home Screen from the available options.
3. You can now access Accommodate like an app from your mobile device.