Office of Accessibility Resources

Accommodate Student Guide

The Office of Accessibility Resources utilizes an online software program called Accommodate to provide services to registered students with accommodations.

Please use this guide to assist you with completing the necessary tasks to utilize and maintain your approved accommodations with OAR.
OAR staff are happy to offer assistance with the use of Accommodate. One-on-one meetings are available upon request and can be either in-person or virtual.

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How to Log into Accommodate

1. Click on this link Accommodate (this link can also be found on the OAR website)
2. Select the box that says Student.
3. Use your Ship. email and password and click submit.

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4. You are now logged in to the home screen for Accommodate.

How to Request your Accommodation Notification Form (ANF) for the Current Semester (New Semester Request)

1. Login to Accommodate using your Ship. credentials.
2. Click on the Accommodation tab on the left side of the screen.
3. Select Semester Request from the sub-menu.
4. Click Add New.
5. A list of your approved accommodations will be displayed. Choose the current semester from the drop-down menu. The page will reload, and you will see your course schedule.
6. To request all your accommodations for all your classes, select Submit for All Accommodations.
7. If you do not need accommodations for every class, select Review the Renewal.
    1. 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. After you submit your request, OAR staff will process your request and create your form. You will receive your Accommodation Notification Form via email, typically within 24-48 hours after submitting your request.

If you need assistance with or have questions regarding the completion of the request for your Accommodation Notification Form, please reach out to OAR at your earliest convenience.

*It is your responsibility to share your ANF with each of your professors. This includes active communication and engagement with them. Do not just forward the ANF to your professors without speaking with them to discuss your needs. Meeting with them during the first week of class is strongly encouraged. *

How to Access your Accommodation Notification Form (after your request has been processed)

1. Login to Accommodate using your Ship. credentials.
2. Click on the Accommodation tab on the left side of the screen.
3. Select Accommodation Letters from the sub-menu.
4. Click on the document title to view individual letters. The most current Accommodation Notification Form will be located at the top of the list.
5. From this screen, you can print your Accommodation Notification Form or generate a PDF copy.

How to Request Additional Accommodations after the Intake Meeting has been Completed (Supplemental Request)

1. Login to Accommodate using your Ship. credentials.
2. Click on the Accommodation tab on the left side of the screen.

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3. Select Supplemental from the sub-menu.
4. Click the Add New.
5. Add request details
    a. Disability category
    b. Specific accommodation that you are requesting
    c. Select the semester for which the request is for
6. Select Request Additional Accommodation if more than one additional accommodation is needed.
7. Supporting documentation can be uploaded by clicking Add Item at the bottom of the page.
8. Click Submit.
9. OAR will review your request and respond via email to schedule a meeting.

How to Request an Appointment with OAR Staff

1. Login to Accommodate using your Ship. credentials.
2. Click on the **Appointment** tab on the left side of the screen.
3. Click on Request New Appointment towards the bottom of the page.
4. Add appointment details to view availability
    a. Appointment type
    b. Date range
    c. Time range
    d. Specific staff member you would like the appointment with
    e. Day(s) of the week you would like to see availability for
5. Click Check Availability to view time slots that match your specifications. These will appear on the right side of the screen.
6. To choose an appointment time, click on the staff member's name. A pop-up window will open. This window will:
    a. display appointment details
    b. allow you to add any notes you would like OAR to know prior to the meeting.
    c. Indicate if you would like the meeting to be in-person (Mowrey Hall 252) or a Zoom meeting.
7. Select Submit Request at the bottom of the pop-up window.
8. The requested appointment will now be viewable on the left under Requested Appointments.
9. After OAR staff approve the requested appointment, the appointment will be viewable under Approved Appointments on the right side of the screen.
10. You will receive an email notification once the appointment has been either approved or declined.
    a. If approved, the email will contain your approved appointment details.
    b. If declined, you will be instructed to select a different day/time.
11. To cancel or reschedule your appointment, click on the three vertical dots on the appointment request.

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12. Appointments can also be made or changed by calling 717-477-1364 during business hours (M-F 8am-4:30pm).

How to Schedule an Exam Appointment (Must be approved for testing accommodations)

Make sure you have communicated your intention to complete the exam at OAR with your professor **prior** to scheduling the exam appointment.

1. Login to [Accommodate](#) using your Ship. credentials.
2. Click on the Testing Room tab on the left side of the screen.
3. Click on New Booking Request towards the bottom of the page.
4. Select which course the exam is for from the drop-down menu.
5. Add exam details (must be same day/time as the rest of the class unless you receive professor approval prior to schedule the appointment with OAR)
    a. Date
    b. Time (must be between 8am-4:30pm)
    c. Building (this will always be Mowrey Hall)
    d. Room (this will always be room 253; a testing room will be assigned at check-in)
    e. Day
6. Click Check Availability to view time slots that match your specifications. These will appear on the right side of the screen.
7. Select an available time slot by clicking on OAR- CHECK-IN/OUT (Room 253). A pop-up window will open to confirm exam details
    a. Check to make sure you've selected the correct course, day, and time.
    b. Add exam length (total minutes, including extended time)
    c. Any additional accommodation needed for the exam (e.g., reader, scribe, etc.)
    d. Any technology needs (e.g., Word, Excel, D2L, etc.)
    e. Your professor's exam delivery and return preferences
    f. Any additional information that OAR should know about the exam
8. Select Submit Request at the bottom of the pop-up window.
9. You will receive an email notification once your exam appointment request has been approved.
    a. If edits needs to be made to an exam appointment after it is submitted, please call 717-477-1364 or visit Mowrey 252.
10. Report to Mowrey 253 at your scheduled appointment time to check-in for your exam.
    a. Please see [OAR Exam Policies and Procedures](#) for additional information about taking exams at OAR. This can also be found in the Accommodate Resource Library.

How to View Course Notes (must be approved for Note-taking Services)

1. Login to Accommodate using your Ship. credentials.
2. Click on the **Note-Taker Network** tab on the left side of the screen.
3. All notes that have been added by the note-taker will appear in a list.
4. To search for notes for a specific course, click on **More Filters.**
5. 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.
6. Complete this process for each course you receive notes for making sure to click on the **Clear** button between your searches.
7. Communicate with OAR immediately if you are having any issues with the notes you are receiving.

How to Submit a Request for Books in Alternate Format (must be approved for this accommodation)

You must request your Accommodation Notification Form for the current semester prior requesting your books in alternate format.

You will need the following information to complete the request form:

1. Title
2. Book ISBN# (13-digit identifier typically beginning with 978-)
3. Author(s)
4. Publisher
5. Edition/Year
6. Description (optional)
7. Course and section number
8. Professor's name
9. Proof of purchase (a digital scan or image of your receipt can be uploaded; a physical copy of the receipt can also be dropped off at the office. However, the request will not be processed until the proof of purchase is received.)

To complete an **Alternative Format Textbook Request**, please use the following steps:

1. Login to Accommodate using your Ship. credentials.
2. Click on the **Accommodation** tab on the left side of the screen.
3. Select Alternative Format from the submenu.
4. Select Current and Student Entered
5. click on **Upload Document for Alternative Format Request**
6. Complete the form with the information listed above.
7. Select Submit after all required information has been provided.
8. After your request is received and processed, instructions on how to access your book will be sent to your Ship. email.

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How to Add Accommodate to your Mobile Device Home Screen

1. Access *Accommodate* on your preferred browser on your mobile device.
   a. https://ship-accommodate.symplicity.com/
   b. Or visit https://www.ship.edu/oar/ and click the link for Accommodate.
2. Once accessed, click on your mobile device's **Action Button** to add *Accommodate* to your home screen. For example, if you have an android, click on the three dots on the upper right of the screen.
3. A drop-down menu should appear with Add to Home Screen being on of the options.
4. Select Add to Home Screen
5. You can now easily access Accommodate from your mobile device.

Shortcuts on the Accommodate Home Screen

Shortcuts for the aforementioned Accommodate functions that have been added for your convenience include the following:

1. Request Accommodation Notification Form for Current Term
2. View Processed Accommodation Notification Forms
3. Resource Library
   1. Accommodate Student Guide
   2. Attendance Modification Agreement Form (only for students with this as an approved accommodation)
   3. Exam Policies and Procedures
   4. OAR Student Advisory Board Application
4. Activity Summary

Accommodate Home Page Image

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