

Accommodate Student User Instructions

University/Company Name

The Academic Skills Center has implemented a new accommodation management platform called Accommodate. Your Accommodate portal will house important information about your accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

To submit an initial request for accommodations, use this URL: https://austincollege-accommodate.symlicity.com/public_accommodation/



Public Accommodation Request

* indicates a required field

Student Information

If you have a disability, please complete the following questions so that Access Services at Austin College will have an idea of the services you may need. Please note: Residence Life manages all housing accommodations (with the exception of ESA requests).

This form should be completed by the student. All information disclosed on this form will be kept confidential and will be shared with appropriate college personnel on a need-to-know basis.

For more information about disability services, please [visit the Access Services website](#). You may also contact us at ASC@austincollege.edu or call (903) 813-2454.

First Name *

Last Name *

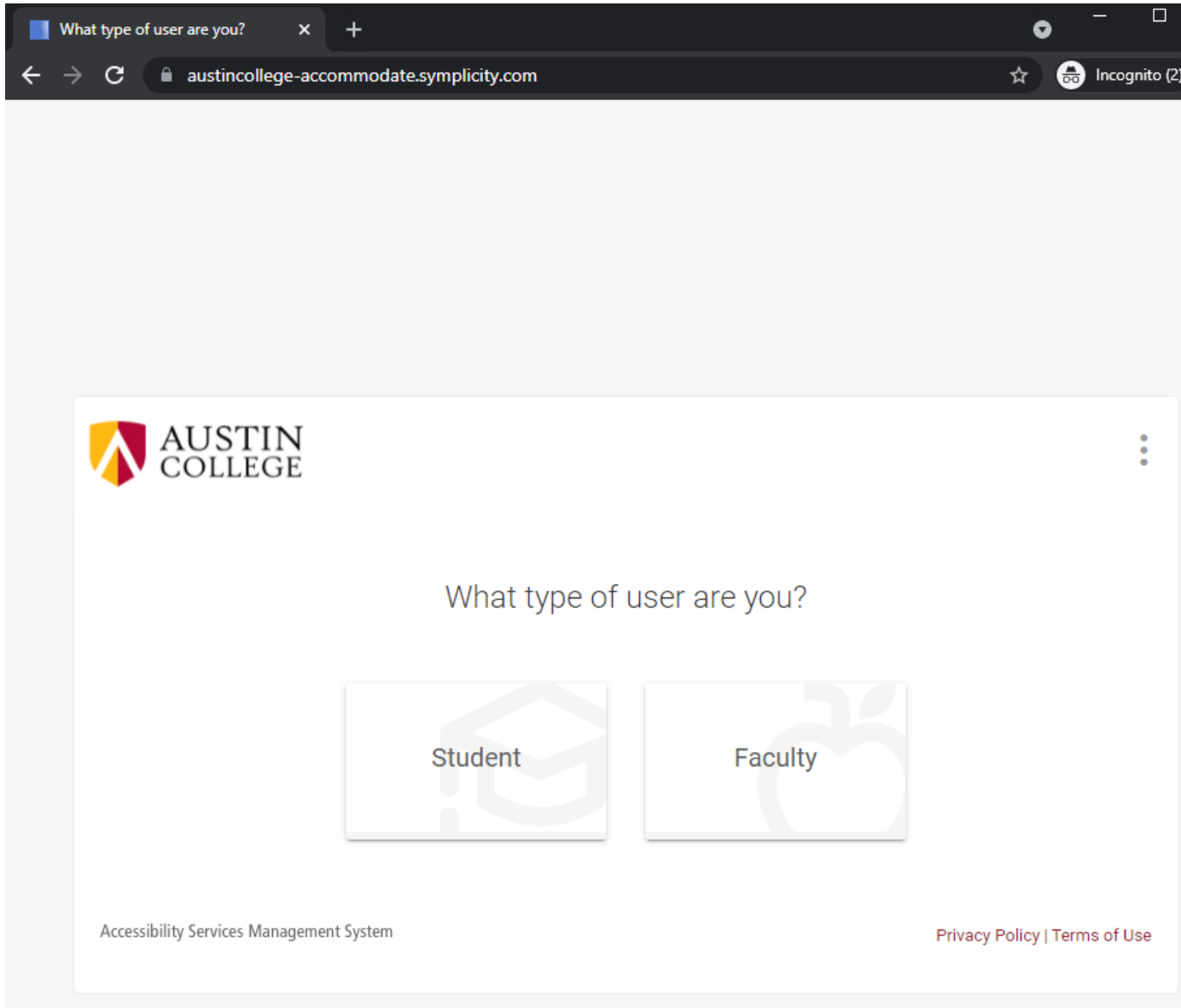
Middle Name

Student ID *

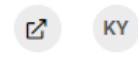
Email *

Please use your Austin College issued email address

Log-in to Accommodate here: austincollege-accommodate.symplicity.com and select "Student." Log in using your Austin College credentials.



After you log-in you will arrive in the “Home” section.



Home

Accommodation

Appointment

Documents

Resources

Surveys

Calendar

Profile

News Feed

[View and Sign Letters](#)
Welcome to Accommodate! To view and sign your letters, please navigate to Accommodation > Accommodation Letters on the left side tool bar.

[Semester Requests](#)
It is your responsibility to submit a **Semester Request** for each semester that you are using your accommodations. Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester.

To submit a semester request: Select Accommodation > Select Semester Request > select add new > select the semester > select submit for all OR select review to select which courses you want to utilize accommodations

- **Please note:** once a semester request is submitted, a copy of your letter will be sent to your faculty to review via Accommodate.
- Please note: if you add a new class after submitting a semester request, you will need to submit a new request in order for letters to be sent to your new faculty.

[View All Announcements](#)

shortcuts

- > [Document Library](#)
- > [My Activity Summary](#)

To view your original accessibility request, select “Accommodation” > “Accessibility Request”

The screenshot shows the Austin College website interface. At the top left is the Austin College logo. In the top right corner, there are two circular icons: one with a share symbol and another with the letters 'KY'. Below the logo is a navigation menu with the following items: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and includes a breadcrumb trail: 'return | Return to list (Accommodation) > Accommodation > Accessibility Request > Supplemental > Semester Request > Letters'. The 'Accessibility Request' tab is selected and underlined. The main content displays the details for an 'Accessibility Accommodation Request' with the following information: Request # A00008-2021, Student Kaitlin Yoshimura, and a category of 'Learning Disability'. Two questions are listed: 'How does your disability affect you academically?' with the answer 'struggles with reading assignments, struggle with reading on tests (everything takes longer)', and 'How does your disability affect student life in general, like taking tests and studying?' with the answer 'middle school'. On the right side, there is a sidebar titled 'Accommodation' containing a list of requests. The first request is 'A00008-2021' with a dropdown arrow, and its details are shown below: '1.5 extra time on exams and quizzes (Summer 2021 (test))' with a green checkmark. The second request is 'A00008-001-2021' with a dropdown arrow, and its details are shown below: 'Distraction-reduced test environment (Summer 2021 (test))' with a green checkmark.

To view your accommodation letters, select “Accommodation” > “Accommodation Letters”

Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. To return to the full list, select “Return to List (Accommodation Letter)”

The screenshot displays the Austin College Accessibility Services Management System interface. At the top left is the Austin College logo. The top right corner contains a share icon and a user profile icon labeled 'KY'. Below the logo is a navigation menu with items: Home, Accommodation (selected), Accessibility Request, Supplemental, Semester Request, Accommodation Letters (highlighted), Equipment, Documents, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and shows a breadcrumb trail: 'Return to Accommodation | Return to list (Accommodation)'. Below the title is a tabbed interface with tabs for Accessibility Request, Supplemental, Semester Request, Letters (active), Equipment, and Documents. The Letters tab shows '4 Results' and a sorting option 'SORT BY: Created'. The results list includes: 'Official Accommodation Letter - Updated' (Kaitlin Yoshimura, Created on July 14, 2021, 12:42 pm), 'Official Accommodation Letter' (Kaitlin Yoshimura, Created on July 14, 2021, 12:30 pm), 'Approved Accommodations' (Kaitlin Yoshimura, Created on July 14, 2021, 12:21 pm) with a 'SIGNED' badge, and 'Appointment Requested' (Kaitlin Yoshimura, Created on July 14, 2021, 12:16 pm). The footer contains 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

To submit a request for supplemental accommodations, select “Accommodation” > “Supplemental” > “Add New”



Return to Accommodation | Return to list (Accommodation)

Accommodation

- Home
- Accommodation
 - Accessibility Request
 - Supplemental**
 - Semester Request
 - Accommodation Letters
 - Equipment
 - Documents
- Appointment
- Documents
- Resources
- Surveys
- Calendar
- Profile

Accessibility Request Supplemental Semester Request Letters Equipment Documents

Active Archived

Add New 1 Results Showing 20 ▾

A00008-001-2021
Mental Health
✓ Distraction-reduced test environment
Created on July 14, 2021, 12:38 pm

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

To submit a Semester Request, select “Accommodation” > “Semester Request” > Choose Semester > “Add New”

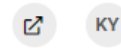
If you wish to use all of your approved accommodations in each of your classes, click the “Submit For All Accommodations” button.

If you wish to use only some of your approved accommodations, or if you wish to use accommodations in only some of your classes, click the “Review The Renewal” button. You will then be able to choose which accommodations and for which classes, you wish to use this semester. Press “Submit” when you are done.

Once you submit

The screenshot displays the Austin College Accommodation portal. At the top left is the Austin College logo. A left-hand navigation menu includes options like Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, and Surveys. A red arrow points to the 'Semester Request' option. The main content area features a light blue notification box stating 'You have been approved for:' followed by a list of accommodations: Classroom Accommodations/Computer for in-class note taking, Management of Conditions/Other, Classroom Accommodations/Audio recording of class lecture, Classroom Accommodations/Note-sharing, Exam Accommodations/1.5 extra time on exams and quizzes, Exam Accommodations/Distraction-reduced test environment, and Classroom Accommodations/Other. Below this is a 'Semester' dropdown menu with 'Fall 2021' selected, indicated by a red arrow. To the right, two buttons are visible: 'Submit For All Accommodations' (highlighted in red) and 'Review The Renewal'. Red arrows point from the notification box to these buttons. Below the buttons, a class entry for 'Teaching Movement Educ in Elem KINES_353' is shown, with details: 'KINES_353', 'Starts August 25, 2021', and 'Ends December 08, 2021'.

To request an appointment with an ASC staff member, select "Appointment" > "Request New Appointment"



Home / Advising Appointment

Advising Appointment

- Home
- Accommodation
- Appointment**
- Documents
- Resources
- Surveys
- Calendar
- Profile

Requested Appointments

No records found.

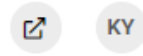
Approved Appointments

No records found.

[Request New Appointment](#)

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

To upload a new accommodations document, select “My Documents” > “Add New”



- Home
- Accommodation
 - Accessibility Request
 - Supplemental Semester Request
 - Accommodation Letters
 - Equipment Documents
- Appointment
- Documents
- Resources
- Surveys
- Calendar
- Profile

[Return to Advising Appointment](#) | [Return to list \(Accommodation\)](#)

Accommodation

Accessibility Request Supplemental Semester Request Letters Equipment **Documents**

Add New ▾

1 Results

Showing 20 ▾

Therapist Letter **ACCESSIBILITY DOCUMENT**

Created on July 14, 2021, 12:13 pm

Modified on July 14, 2021, 12:13 pm

[Download HTML](#)

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

To view resources uploaded by Austin College, select “Resources” > “Resource Library”

The screenshot shows the Austin College website's Resource Library. At the top left is the Austin College logo. To the right are two circular icons: one with a share symbol and another with the letters 'KY'. Below the logo is a navigation menu with items: Home, Accommodation, Appointment, Documents, Resources, Resource Library, Surveys, Calendar, and Profile. The breadcrumb trail reads 'Home / Resources / Resource Library'. The main heading is 'Resources'. A search bar is present with the label 'Keywords' and the instruction 'Searches document name and description.' Below the search bar are two buttons: 'Apply Search' and 'More Filters'. The results section shows '6 Results' and sorting options: 'Sort By: Type' and 'Showing 20'. Three results are visible, each with a 'MANUAL' tag: 'Differences Between High School and College Accommodations' (96.4 kb), 'Disability Services Handbook' (183.2 kb), and 'Documentation & Policy - ESA Policy' (documentation criteria and policy for emotional support animal (ESA)).

By selecting “Profile” on the homepage you can view and edit your account details

The screenshot displays the Austin College Accommodate homepage. At the top left is the Austin College logo. In the top right corner, there are two circular icons: one with a share symbol and another with the initials 'KY'. On the left side, a vertical navigation menu is shown with the following items: Home, Accommodation, Appointment, Documents, Resources, Surveys, Calendar, Profile (highlighted with a black box), Personal, Academic, Privacy, and Password/Preferences. The main content area is titled 'News Feed' and contains two announcement cards. The first card is titled 'View and Sign Letters' and provides instructions on how to view and sign letters. The second card is titled 'Semester Requests' and explains the process of submitting a request, including a 'Please note' section with two bullet points. To the right of the news feed is a 'shortcuts' section with two links: '> Document Library' and '> My Activity Summary'. At the bottom of the page, there is a footer with the text 'Accessibility Services Management System' on the left and 'Privacy Policy | Terms of Use' on the right.

AUSTIN COLLEGE

Home
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Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)