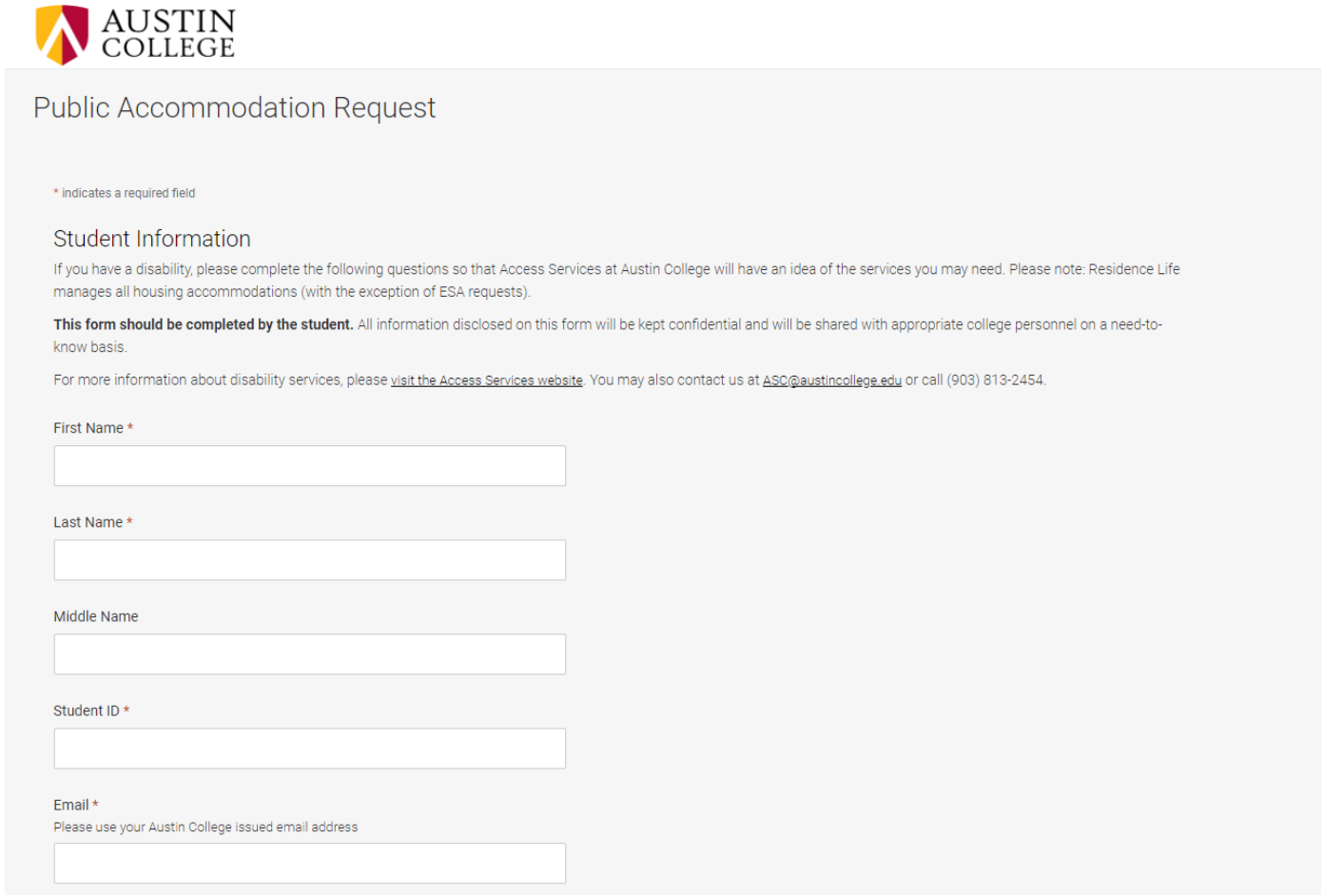
Accommodate Student User Instructions

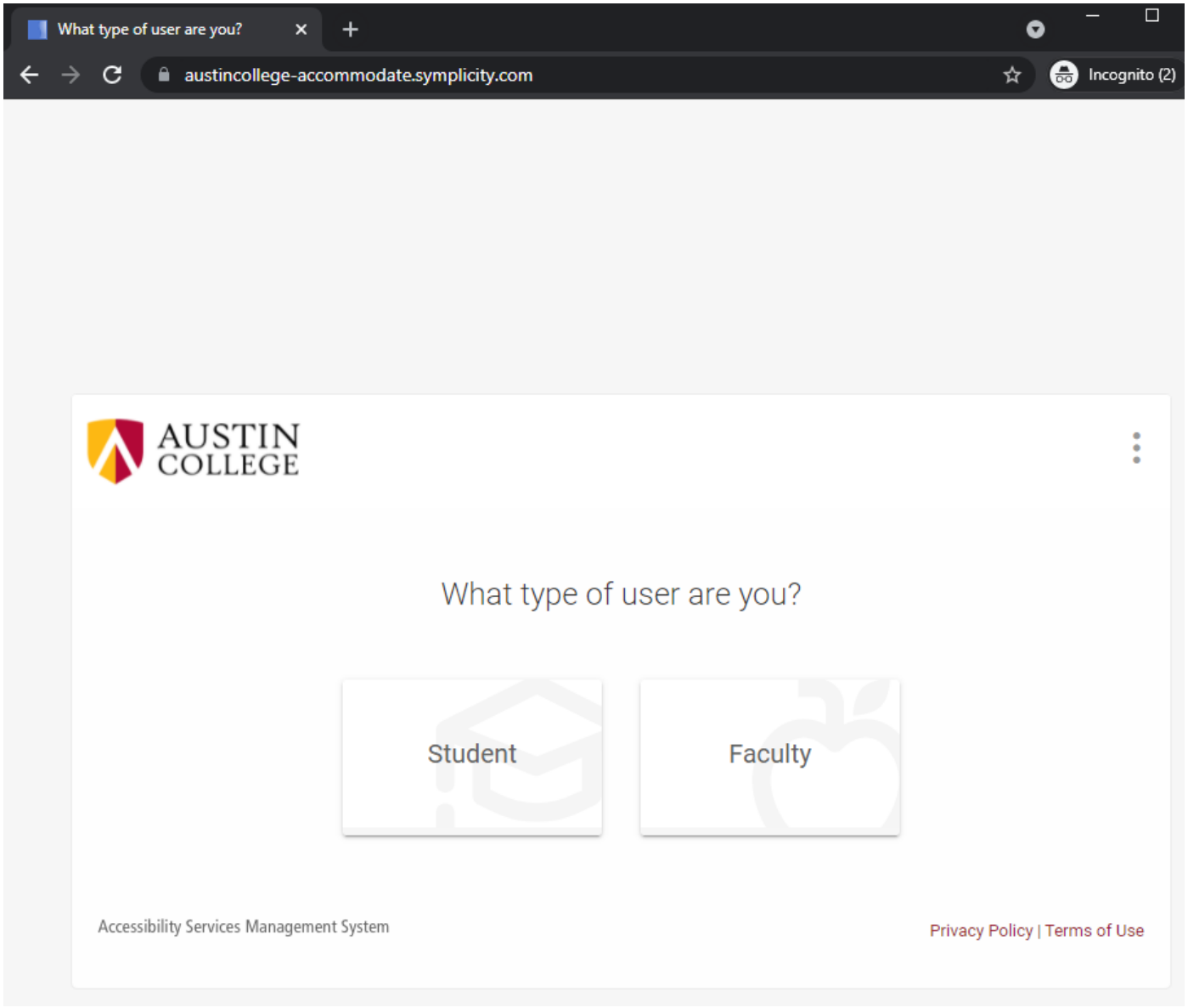
University/Company Name

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.

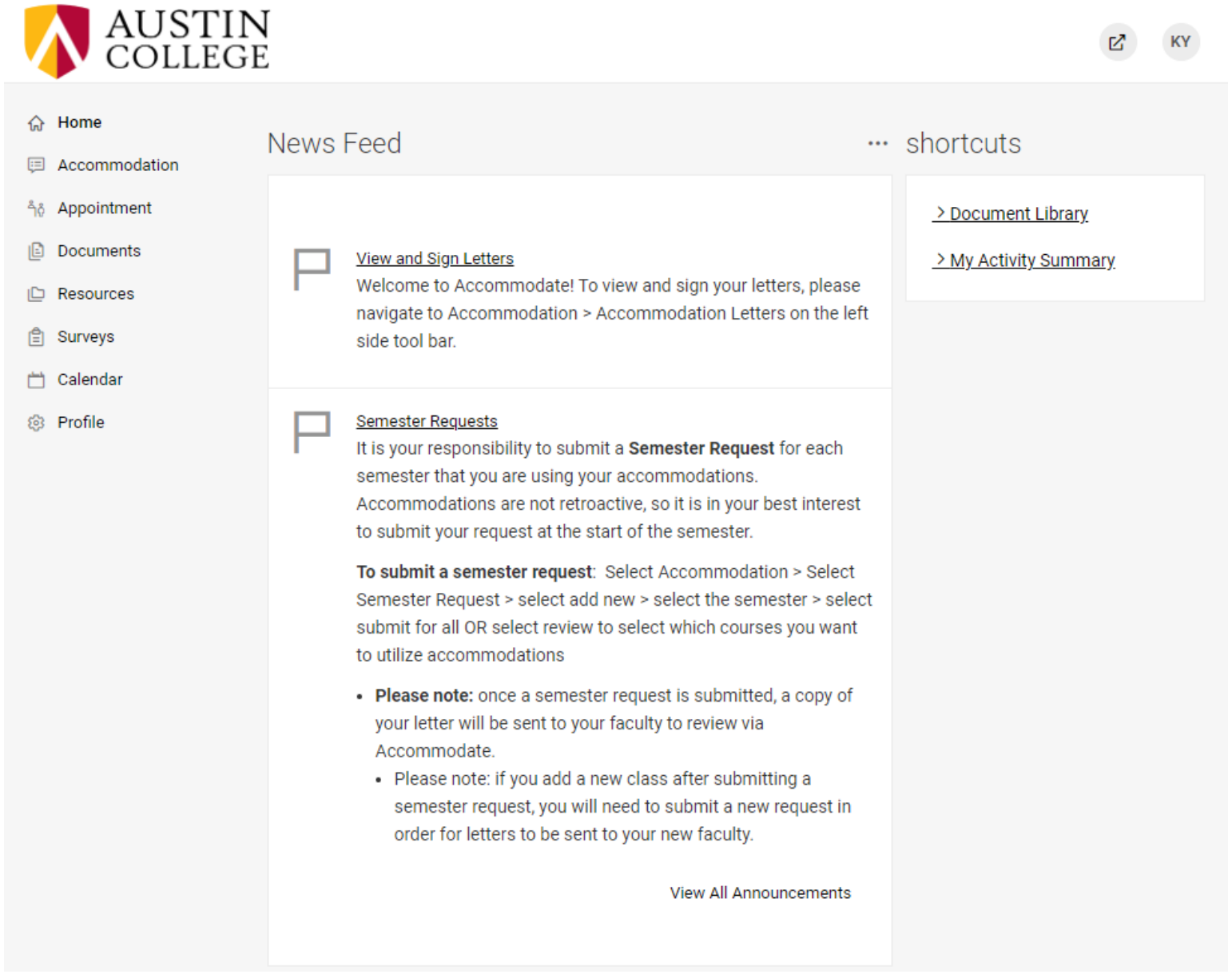
To submit an initial request for accommodations, use this URL: https://austincollege-accommodate.symplicity.com/public_accommodation/



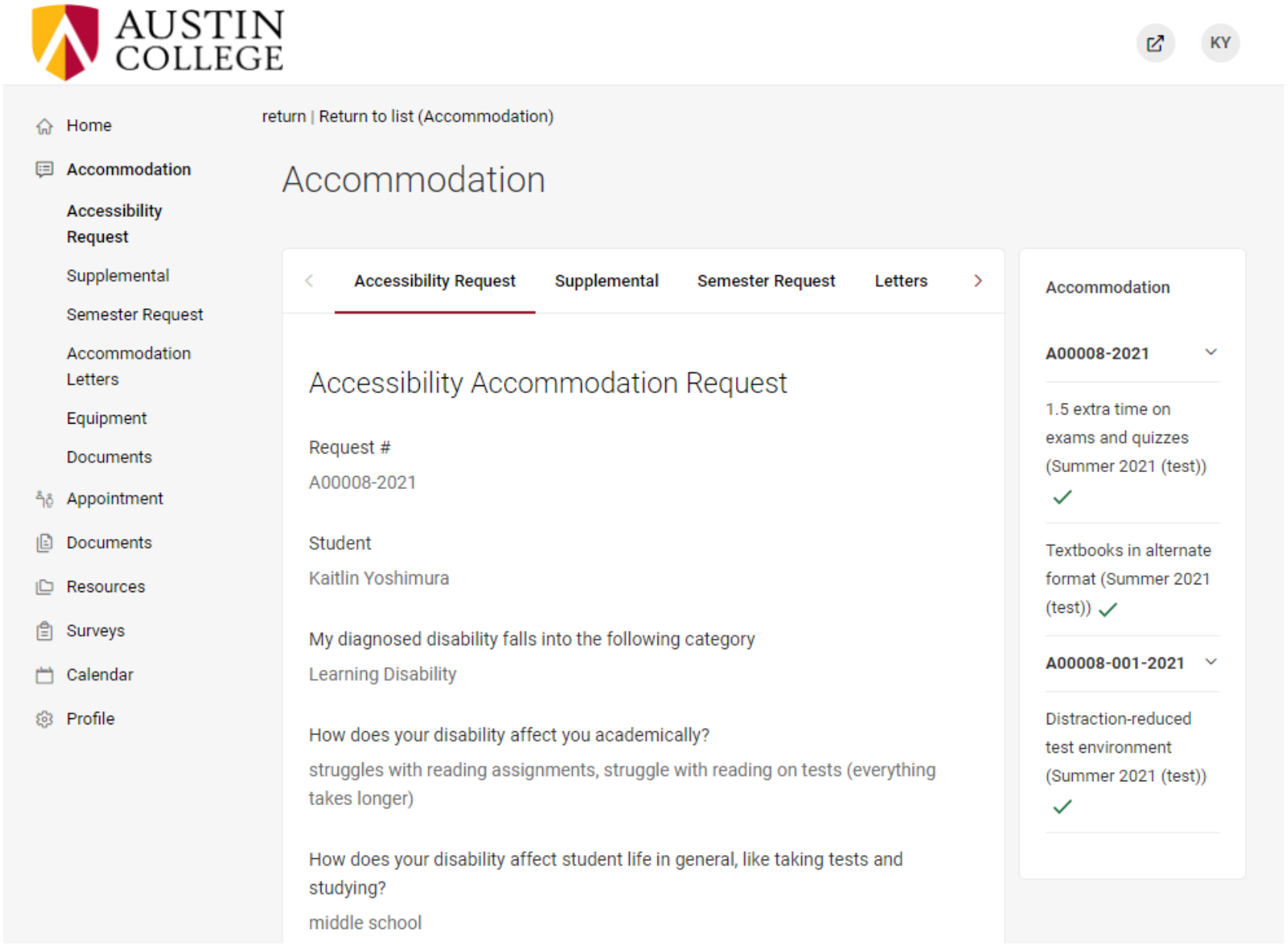
Log-in to Accommodate here: austincollege-accommodate.symplicity.com and select "Student." Log in using your Austin College credentials.



After you log-in you will arrive in the "Home" section.

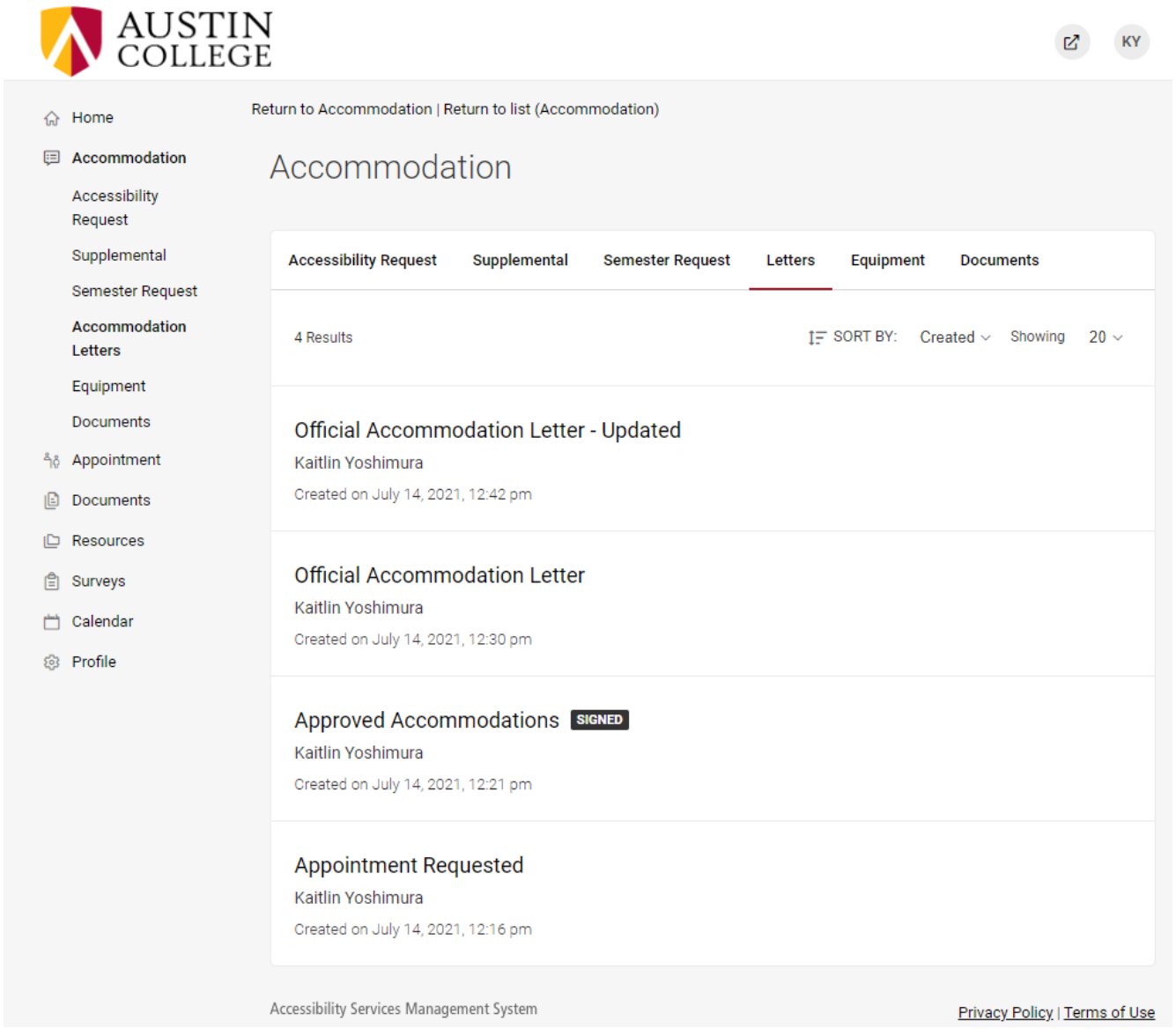


To view your original accessibility request, select “Accommodation” > “Accessibility Request”

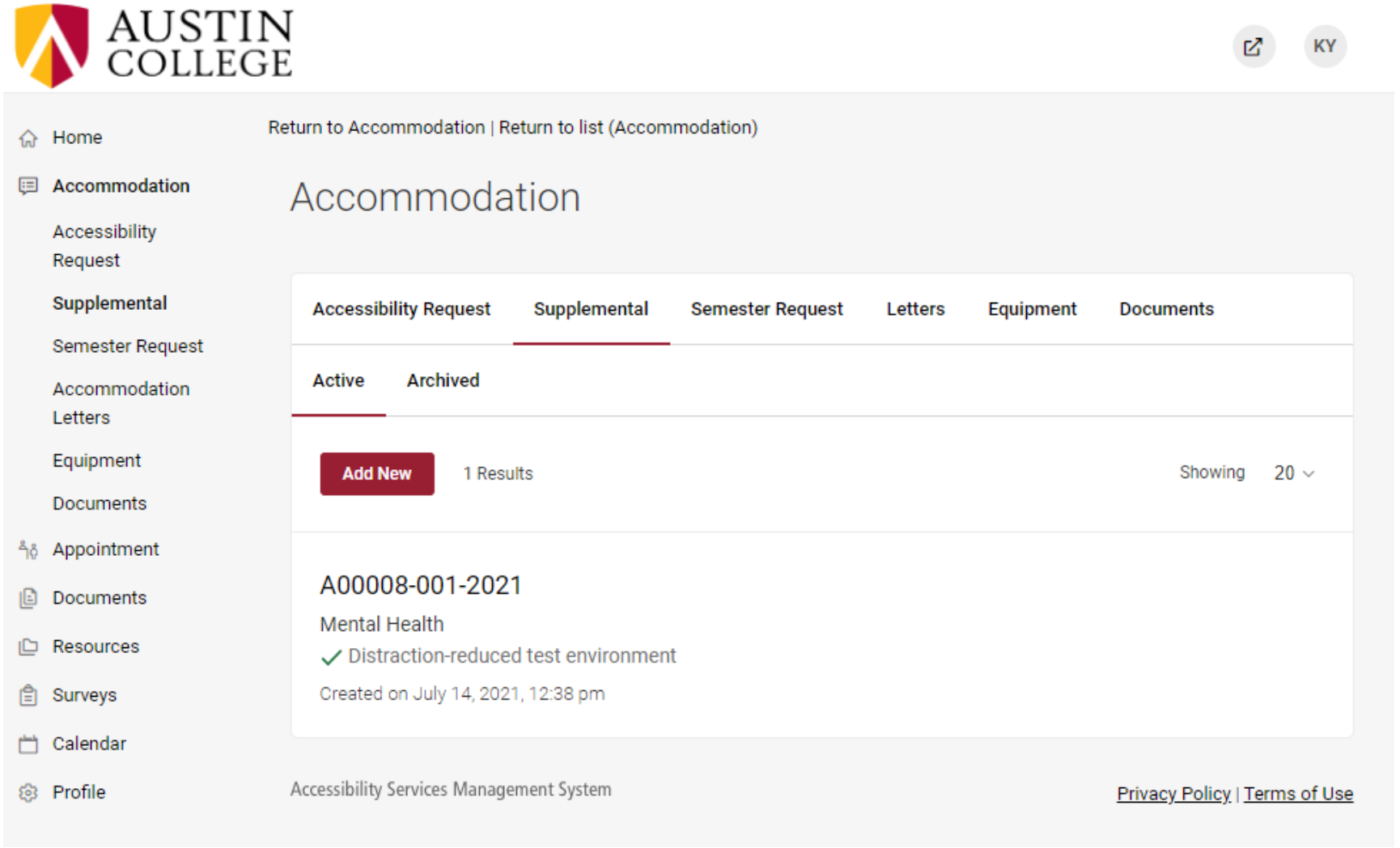


To view your accommodation letters, select “Accommodation” > “Accommodation Letters”

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)”



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

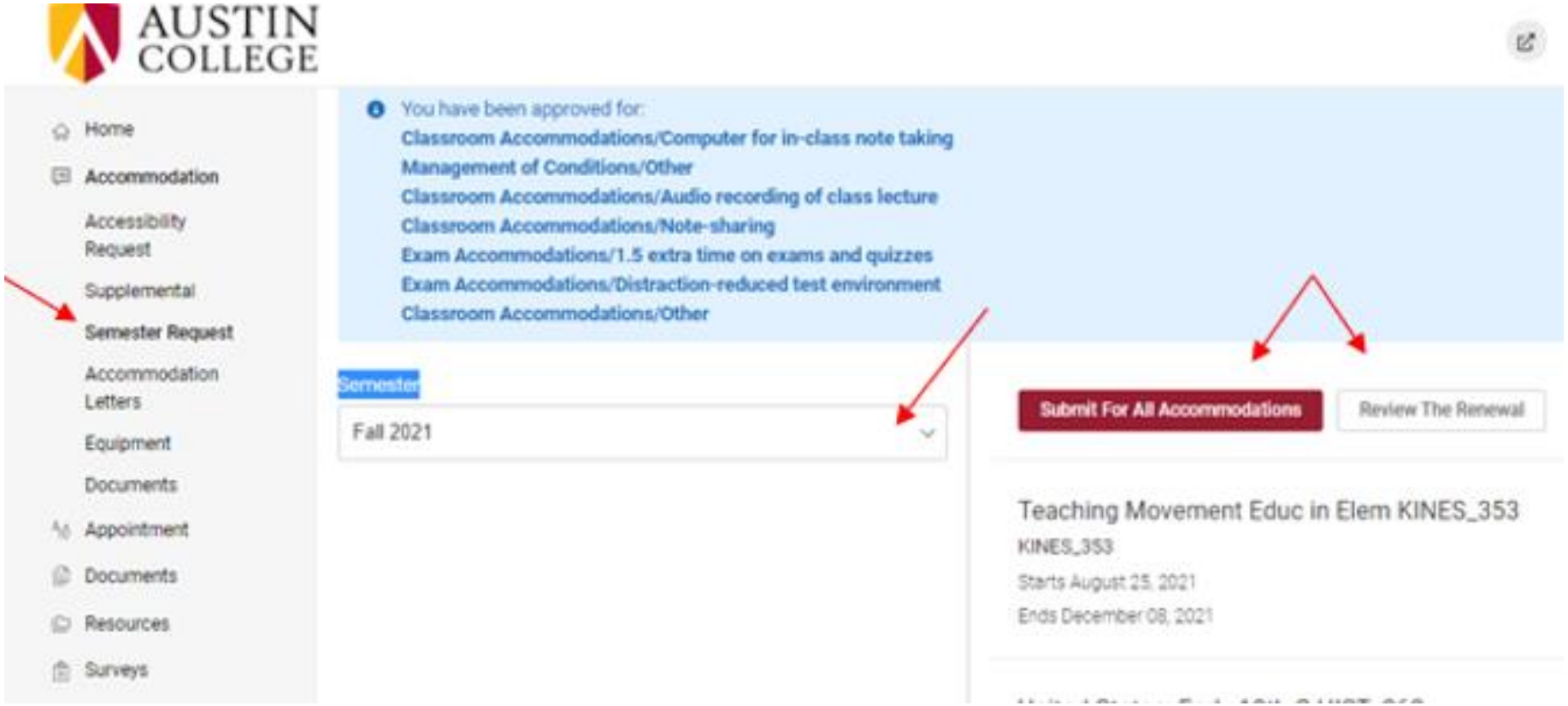


To submit a Semester Request, select “Accommodation” > “Semester Request” > Choose Semester > “Add New”

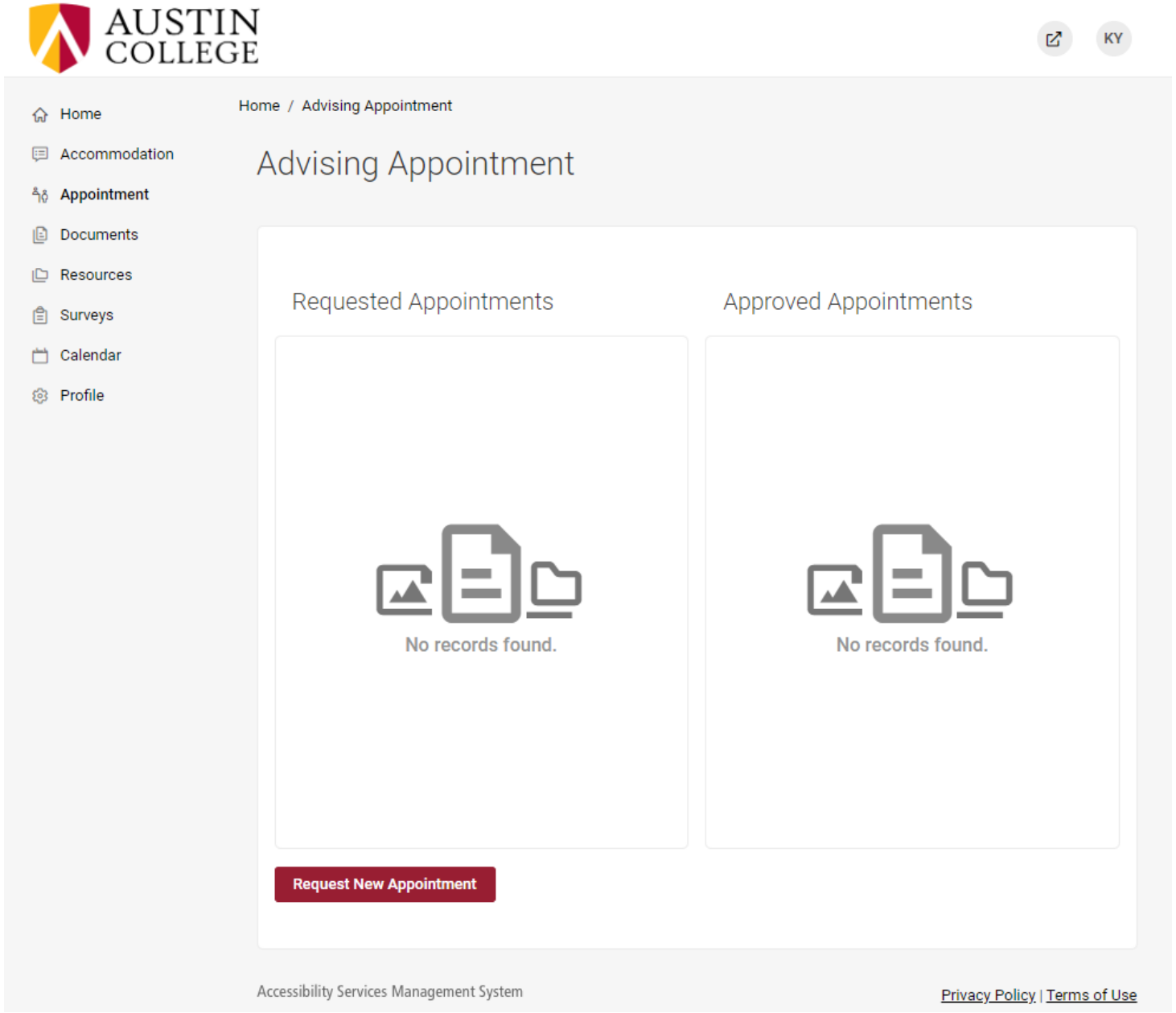
If you wish to use all of your approved accommodations in each of your classes, click the “Submit For All Accommodations” button.

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.

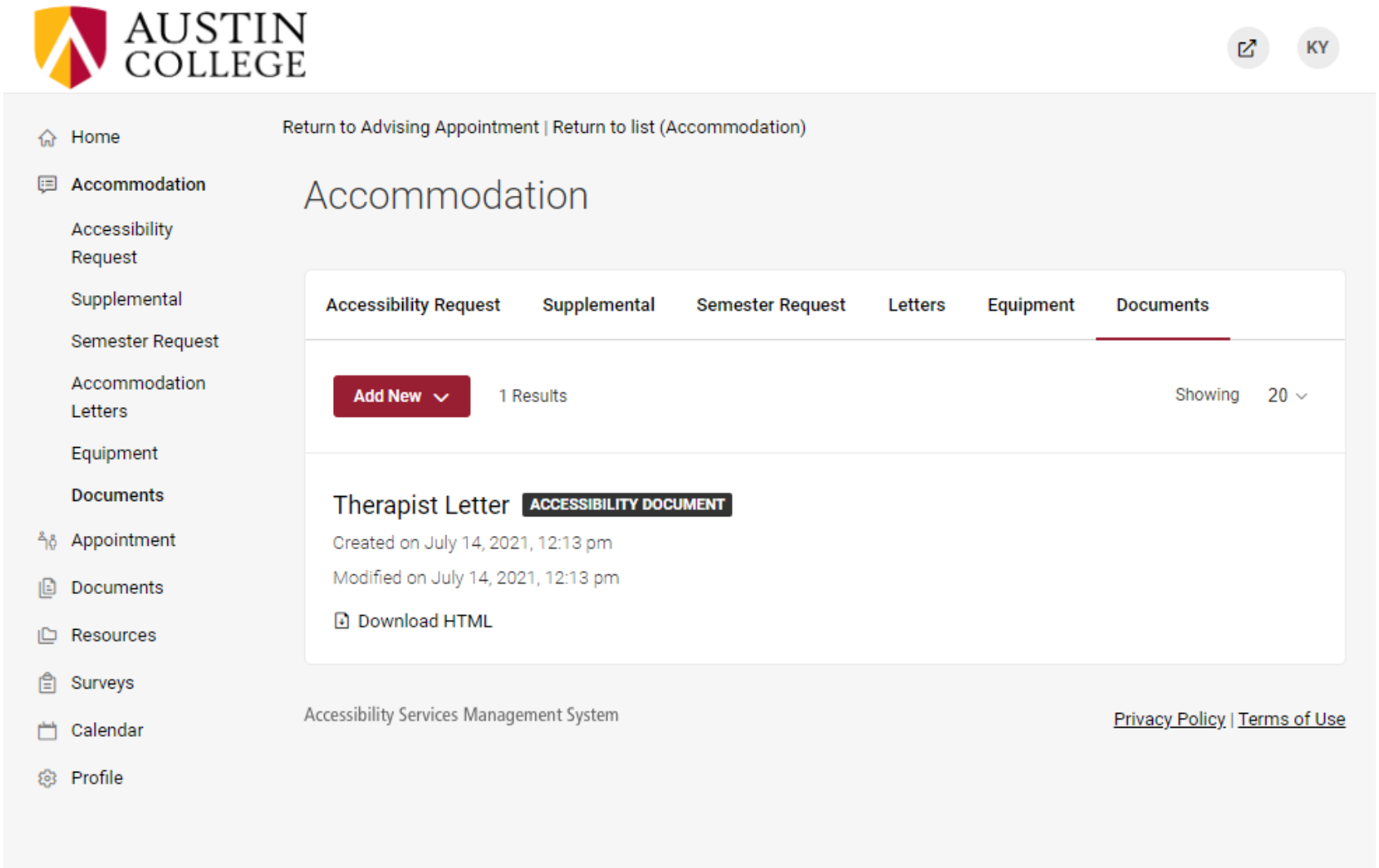
Once you submit



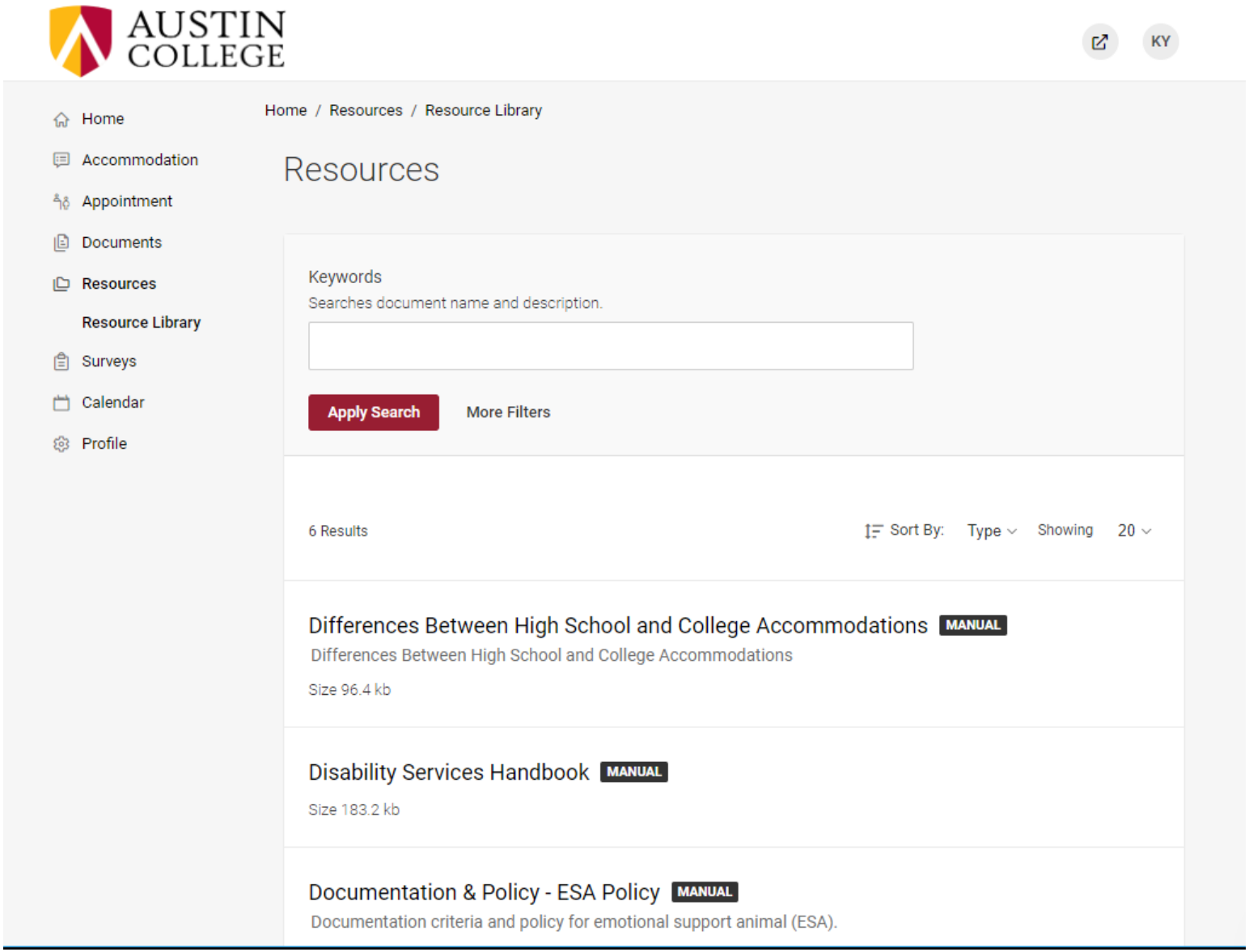
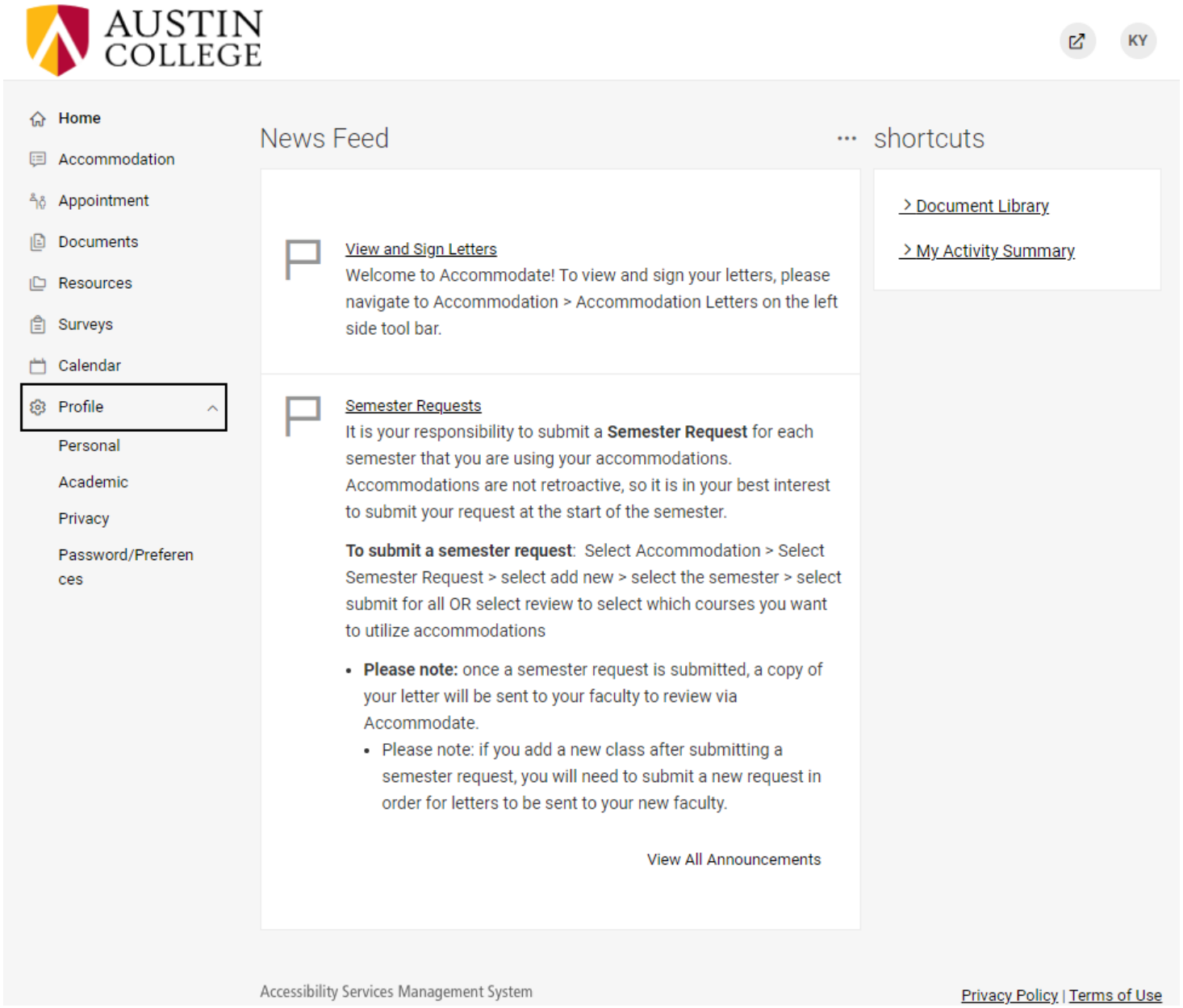
To request an appointment with an ASC staff member, select “Appointment” > “Request New Appointment”



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



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



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