

# ACCOMMODATE FOR STUDENTS

# What is Accommodate?

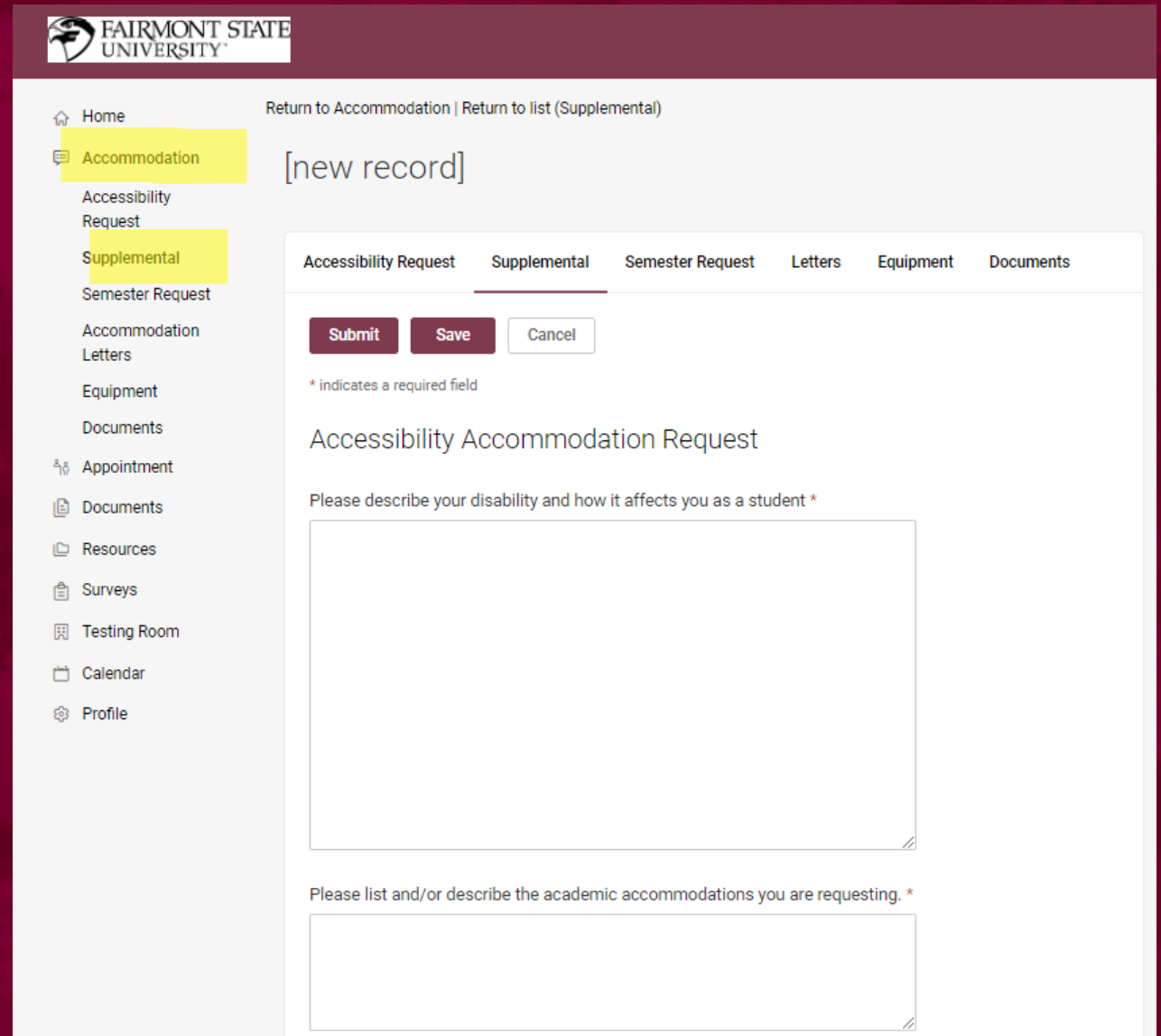
- ❖ Accommodate is an electronic file management system used by the Office of Accessibility Services to streamline and simplify the accommodation process for students.
- ❖ Accommodate keeps all student disability and accommodation information confidential.
- ❖ Accommodate allows the Office of Accessibility Services to process accommodation requests, schedule accessibility appointments, and coordinate testing in the LEAD Center all in one place.

# How to Use Accommodate

- ❖ **Supplemental Accommodation Requests** – This is how students request to add any new accommodations.
- ❖ **Semester Requests** – This is how students will request accommodations each semester.
- ❖ **Access Accommodation Letters** – This is how students will review and sign their accommodation letters each semester.
- ❖ **Appointments** – This is how students can schedule appointments with the Accessibility Services Coordinator when needed.
- ❖ **Test Scheduling** – This is how testing in the LEAD Center will now be scheduled.

# How to Make a Supplemental Accommodation Request

1. Select the Accommodation tab and this will expand the selections.
2. Choose Supplemental.
3. Fill out the form with as much information as possible.

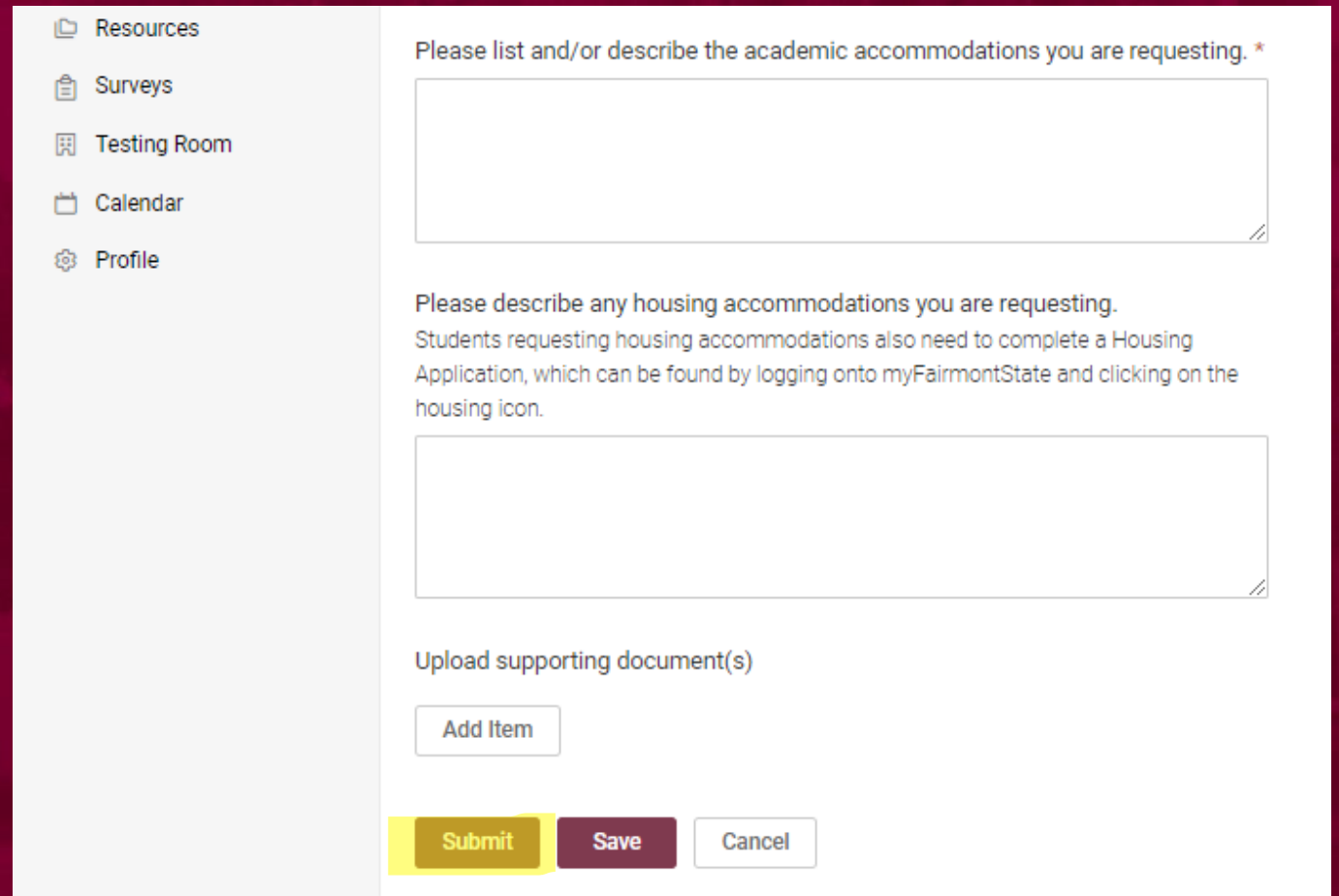


The screenshot shows the Fairmont State University website interface for making an accommodation request. The top navigation bar includes the university logo and the text "FAIRMONT STATE UNIVERSITY". Below this, there are links for "Return to Accommodation" and "Return to list (Supplemental)". The main content area is titled "[new record]" and features a sidebar menu on the left with options like Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The "Supplemental" option is highlighted in yellow. The main form area has tabs for "Accessibility Request", "Supplemental", "Semester Request", "Letters", "Equipment", and "Documents". The "Supplemental" tab is active. Below the tabs are buttons for "Submit", "Save", and "Cancel". A note states "\* indicates a required field". The form title is "Accessibility Accommodation Request". There are two text input fields: the first is labeled "Please describe your disability and how it affects you as a student \*" and the second is labeled "Please list and/or describe the academic accommodations you are requesting. \*".

# Cont.

4. Once you fill out the form click the “Submit” button to complete the request.

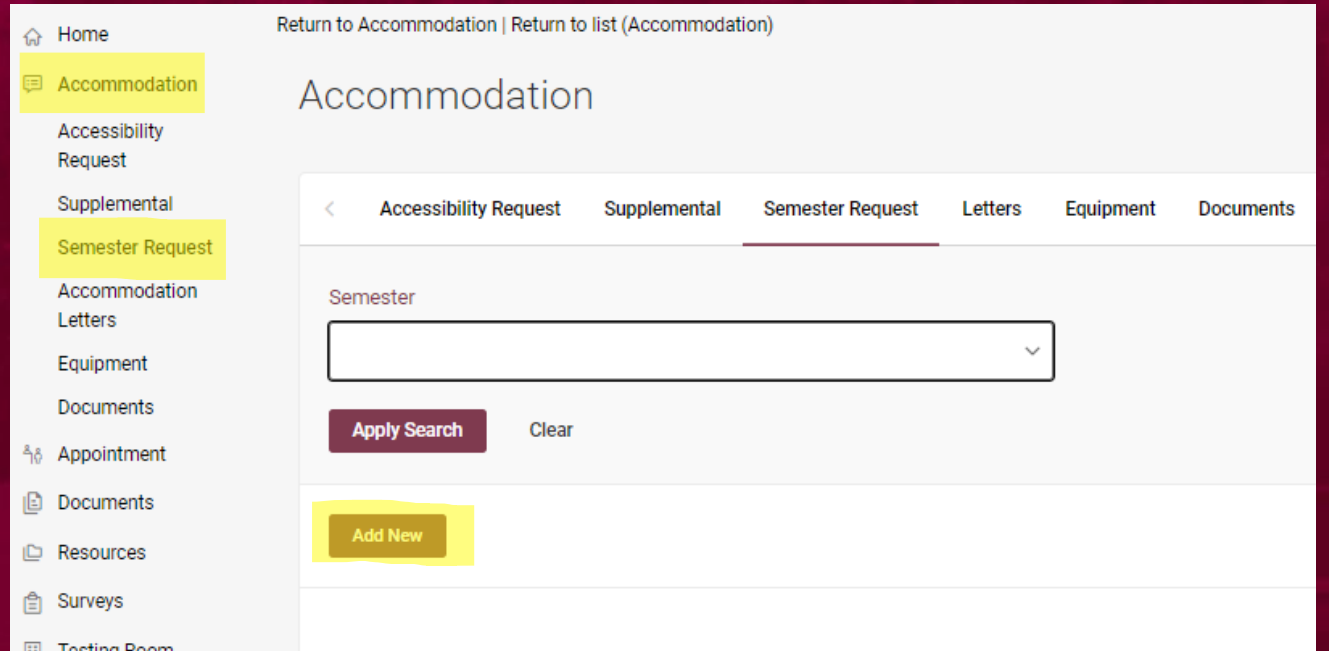
5. The Accessibility Coordinator will review the request. If further information is needed the Accessibility Coordinator will reach out to the student.



The screenshot shows a web interface with a sidebar on the left containing navigation links: Resources, Surveys, Testing Room, Calendar, and Profile. The main content area contains two text input fields. The first field is labeled "Please list and/or describe the academic accommodations you are requesting. \*" and is currently empty. The second field is labeled "Please describe any housing accommodations you are requesting." and contains the text: "Students requesting housing accommodations also need to complete a Housing Application, which can be found by logging onto myFairmontState and clicking on the housing icon." Below the second field is an "Upload supporting document(s)" section with an "Add Item" button. At the bottom of the form are three buttons: "Submit" (highlighted in yellow), "Save", and "Cancel".

# How to Make a Semester Request

1. Select the Accommodation tab and this will expand the selections.
2. Choose Semester Request.
3. Selecting a semester in the drop-down box will show a record of your semester requests.
4. Click the “Add New” button to make the request.



The screenshot displays a web application interface for managing accommodations. On the left is a navigation sidebar with a home icon and the following menu items: Accommodation (highlighted in yellow), Accessibility Request, Supplemental, Semester Request (highlighted in yellow), Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, Surveys, and Testing Room. The main content area is titled 'Accommodation' and includes a breadcrumb trail: 'Return to Accommodation | Return to list (Accommodation)'. Below the title is a horizontal tab bar with options: Accessibility Request, Supplemental, Semester Request (underlined), Letters, Equipment, and Documents. A search section contains a 'Semester' label, a dropdown menu, an 'Apply Search' button, and a 'Clear' link. At the bottom of the search section is a yellow 'Add New' button.

# Cont.

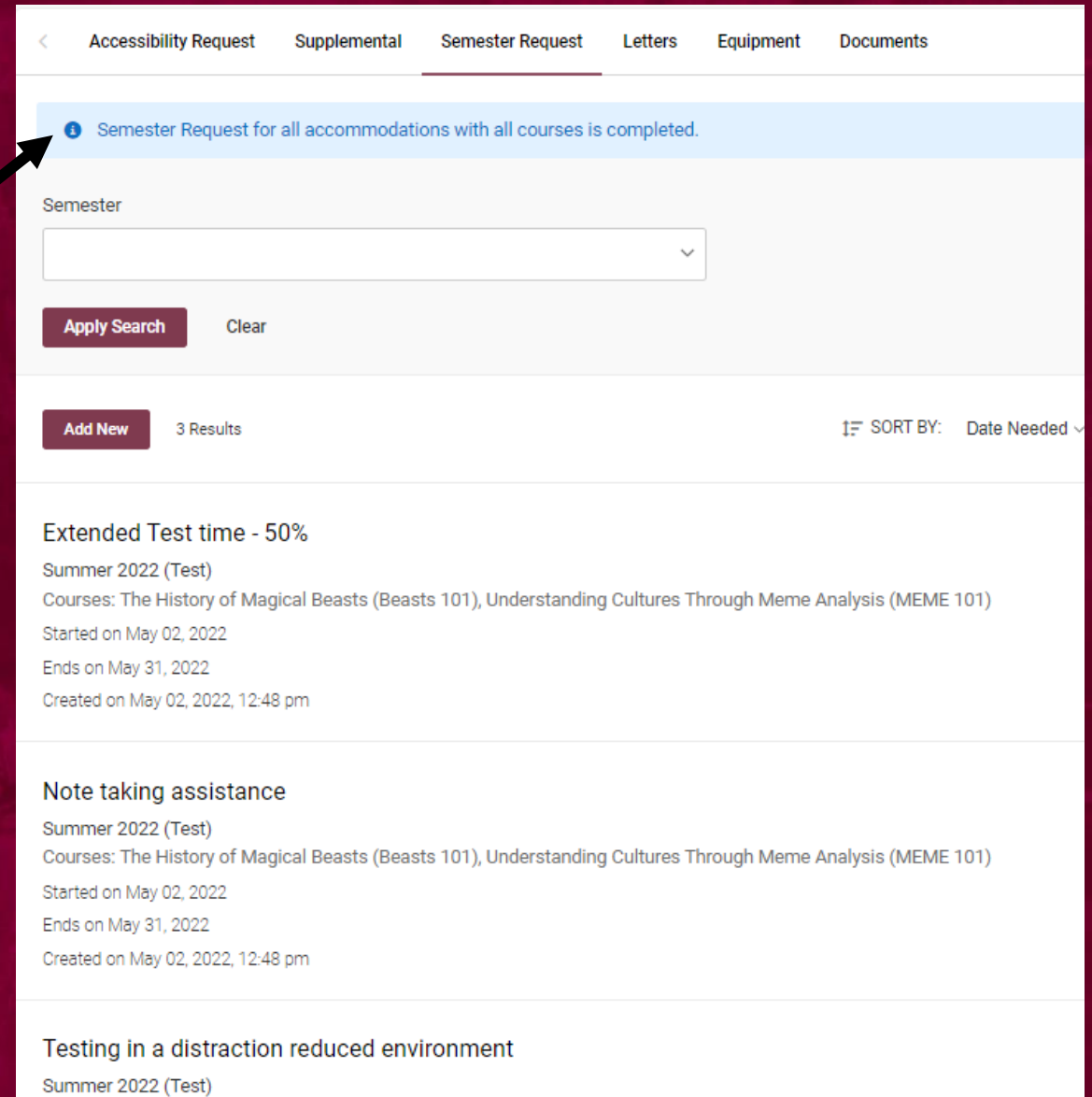
5. Select the semester that you are requesting accommodations for from the drop-down box.

6. Select “Submit for All Accommodations” or “Review the Renewal”.

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Accessibility Request, Supplemental, Semester Request (which is currently selected), Letters, Equipment, and Documents. Below the navigation bar, a light blue notification box contains the text: "You have been approved for: Academic Accommodations/Testing in a distraction reduced environment, Academic Accommodations/Extended Test time - 50%, and Academic Accommodations/Note taking assistance". Below the notification, there is a "Semester" label and a drop-down menu with "Summer 2022 (Test)" selected. To the right of the drop-down menu are two buttons: "Submit For All Accommodations" (a dark red button) and "Review The Renewal" (a white button with a grey border). Below these buttons, there is a list of courses. The first course is "The History of Magical Beasts" (Beasts 101), which starts on May 02, 2022 and ends on May 31, 2022. The second course is "Understanding Cultures Through Meme Analysis" (MEME 101), which starts on August 09, 2021 and ends on May 31, 2022.

# Semester Request - Submit for All Accommodations

If you choose “Submit for All Accommodations”, then you will see that all your accommodations were requested for all your classes.



Accessibility Request Supplemental Semester Request Letters Equipment Documents

**i** Semester Request for all accommodations with all courses is completed.

Semester

Apply Search Clear

Add New 3 Results SORT BY: Date Needed

**Extended Test time - 50%**  
Summer 2022 (Test)  
Courses: The History of Magical Beasts (Beasts 101), Understanding Cultures Through Meme Analysis (MEME 101)  
Started on May 02, 2022  
Ends on May 31, 2022  
Created on May 02, 2022, 12:48 pm

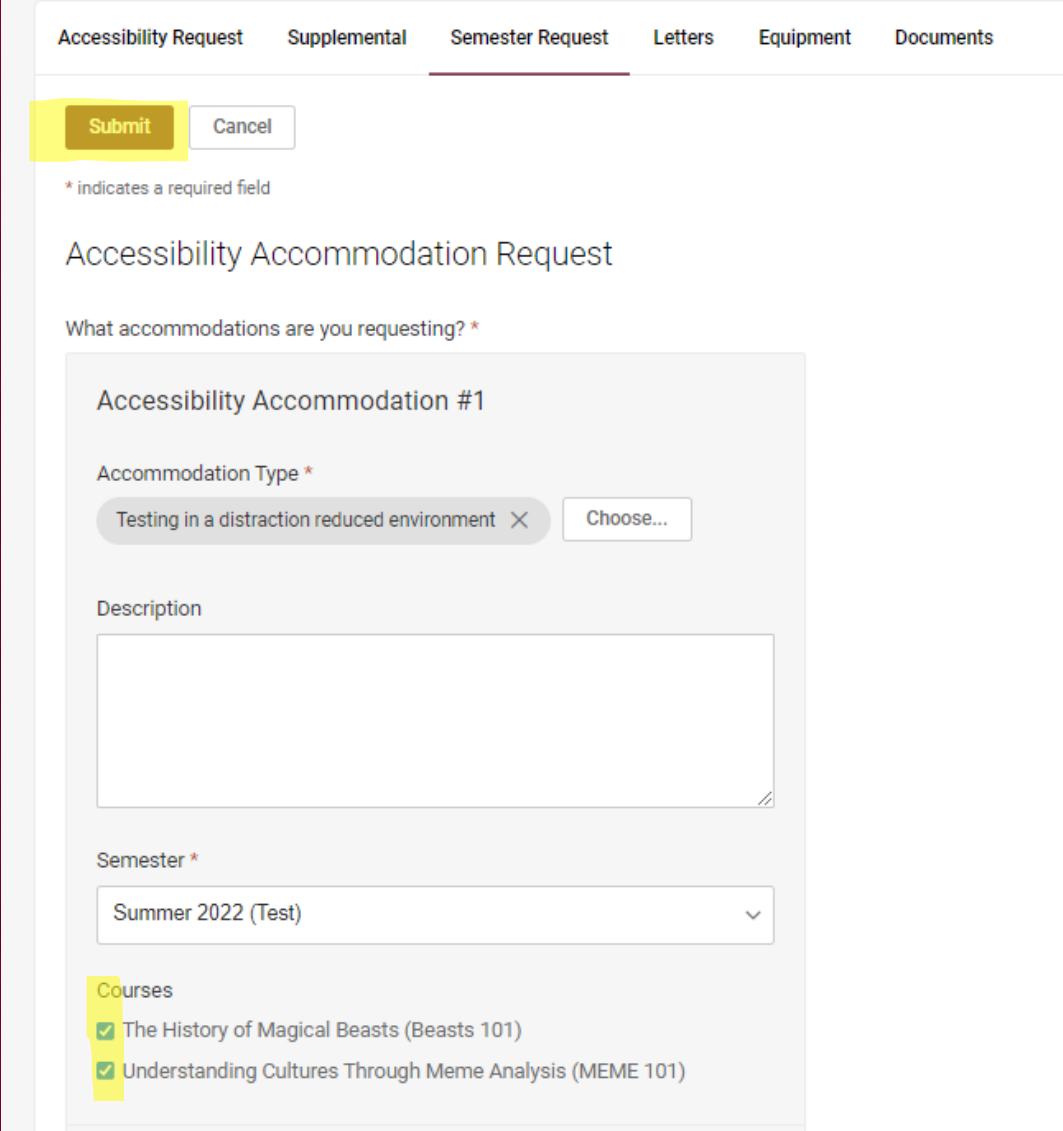
**Note taking assistance**  
Summer 2022 (Test)  
Courses: The History of Magical Beasts (Beasts 101), Understanding Cultures Through Meme Analysis (MEME 101)  
Started on May 02, 2022  
Ends on May 31, 2022  
Created on May 02, 2022, 12:48 pm

**Testing in a distraction reduced environment**  
Summer 2022 (Test)



# Semester Request - Review the Renewal

1. If you choose “Review the Renewal”, you will be able to individualize your accommodations. You will be able to select the courses for each accommodation.
2. Once you finish individualizing your accommodations click the “Submit” button.



The screenshot shows a web interface for submitting an Accessibility Accommodation Request. At the top, there are navigation tabs: Accessibility Request, Supplemental, Semester Request (which is selected), Letters, Equipment, and Documents. Below the tabs are two buttons: a yellow 'Submit' button and a white 'Cancel' button. A note states '\* indicates a required field'. The main heading is 'Accessibility Accommodation Request'. The first question is 'What accommodations are you requesting? \*'. Below this is a section for 'Accessibility Accommodation #1'. It includes a dropdown for 'Accommodation Type \*' with the selected option 'Testing in a distraction reduced environment' and a 'Choose...' button. There is a 'Description' text area. Below that is a 'Semester \*' dropdown menu with 'Summer 2022 (Test)' selected. At the bottom, there is a 'Courses' section with two checked items: 'The History of Magical Beasts (Beasts 101)' and 'Understanding Cultures Through Meme Analysis (MEME 101)'. The 'Submit' button in the top left of the form is highlighted in yellow.

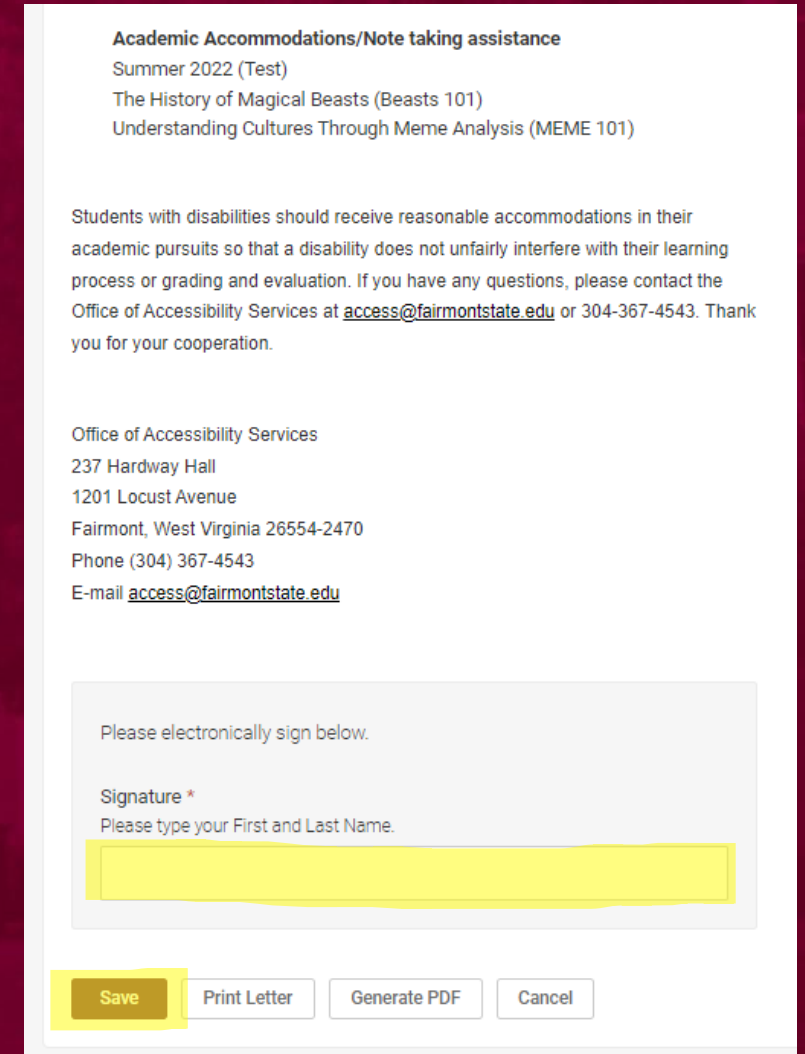
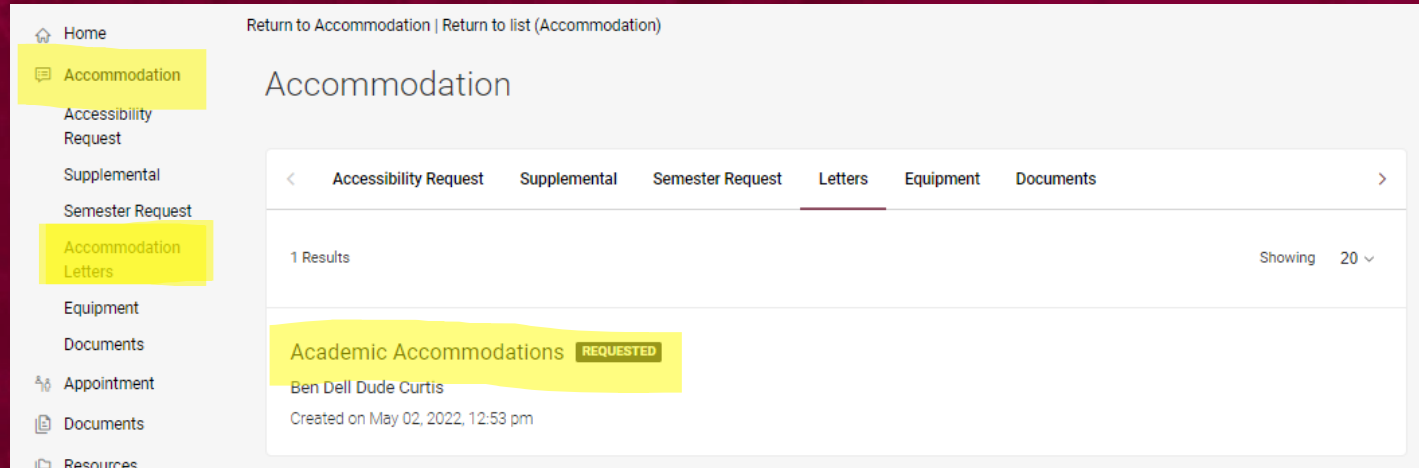
# Cont.

The Accessibility Coordinator will approve or deny the request. Once that is done you will see “Approved” or “Denied” to the right of the accommodation. You will also receive an email letting you know that you have a letter to review.

The screenshot displays a web interface for managing accessibility requests. At the top, there are navigation tabs: Accessibility Request, Supplemental, Semester Request (which is selected), Letters, Equipment, and Documents. Below the tabs is a search section with a 'Semester' dropdown menu, an 'Apply Search' button, and a 'Clear' link. A summary bar shows 'Add New' and '3 Results'. On the right, there are sorting options: 'SORT BY: Date Needed' and 'Showing 20'. The main content area lists two approved requests, each with a yellow 'APPROVED' tag. The first request is for 'Extended Test time - 50%' for Summer 2022 (Test), for courses 'The History of Magical Beasts (Beasts 101)' and 'Understanding Cultures Through Meme Analysis (MEME 101)'. It started on May 02, 2022, and ends on May 31, 2022. The second request is for 'Note taking assistance' for the same semester and courses, with identical dates.

Request Title	Status	Semester	Courses	Start Date	End Date	Created Date
Extended Test time - 50%	APPROVED	Summer 2022 (Test)	The History of Magical Beasts (Beasts 101), Understanding Cultures Through Meme Analysis (MEME 101)	May 02, 2022	May 31, 2022	May 02, 2022, 12:48 pm
Note taking assistance	APPROVED	Summer 2022 (Test)	The History of Magical Beasts (Beasts 101), Understanding Cultures Through Meme Analysis (MEME 101)	May 02, 2022	May 31, 2022	May 02, 2022, 12:48 pm

# Accommodation Letter



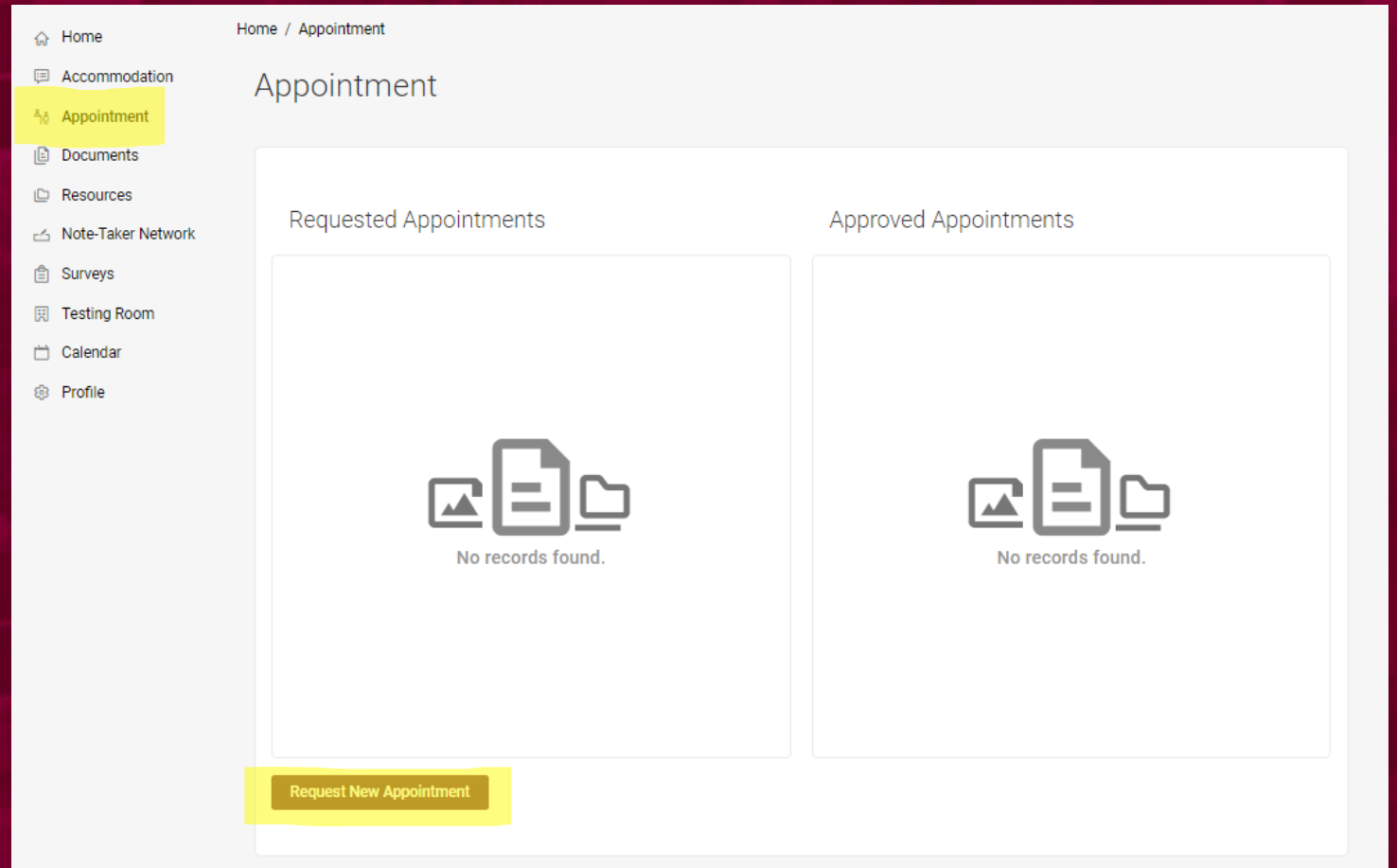
Once your request is approved you will receive an email letting you know that you have a letter to review.

1. Login to Accommodate.
2. Select the Accommodation tab and this will expand the selections.
3. Choose Accommodation Letters. You will see that you have a letter, and your signature was requested.
4. Click on the letter to open and review it.
5. Type your name and click the "Save" button to sign the letter.

# Appointments

You can request appointments with the Accessibility Coordinator in Accommodate.

1. Select the Appointment tab.
2. Click the “Request New Appointment” button.



# Cont.

3. Choose an appointment type.
4. Fill out the rest of the information as desired based on your schedule.
5. Click the “Check Availability” button.

Home / Appointment

## Appointment

Type

Date Range  
  to

Time Range  
     
to

Location

Staff Member(s)  
 Abby Woford-Jarrett

Days of the Week  
 Sun  
 Mon  
 Tue

**Appointment type cannot be blank**

# Cont.

6. You will now see a list of available dates and times. Click on the appointment you would like to request.

Home / Appointment

## Appointment

Type  
General Appointment (30 min)

Date Range  
2022-05-04  to 2022-05-25

Time Range  
09  00  am   
to  
03  00  pm

Location

Staff Member(s)  
 Abby Wolford-Jarrett

Days of the Week  
 Sun  
 Mon  
 Tue

**Friday, May 6, 2022**

<a href="#">Abby Wolford-Jarrett</a>	11:00 am
237 Hardway Hall - 30 mins	
<a href="#">Abby Wolford-Jarrett</a>	1:00 pm
237 Hardway Hall - 30 mins	

**Monday, May 9, 2022**

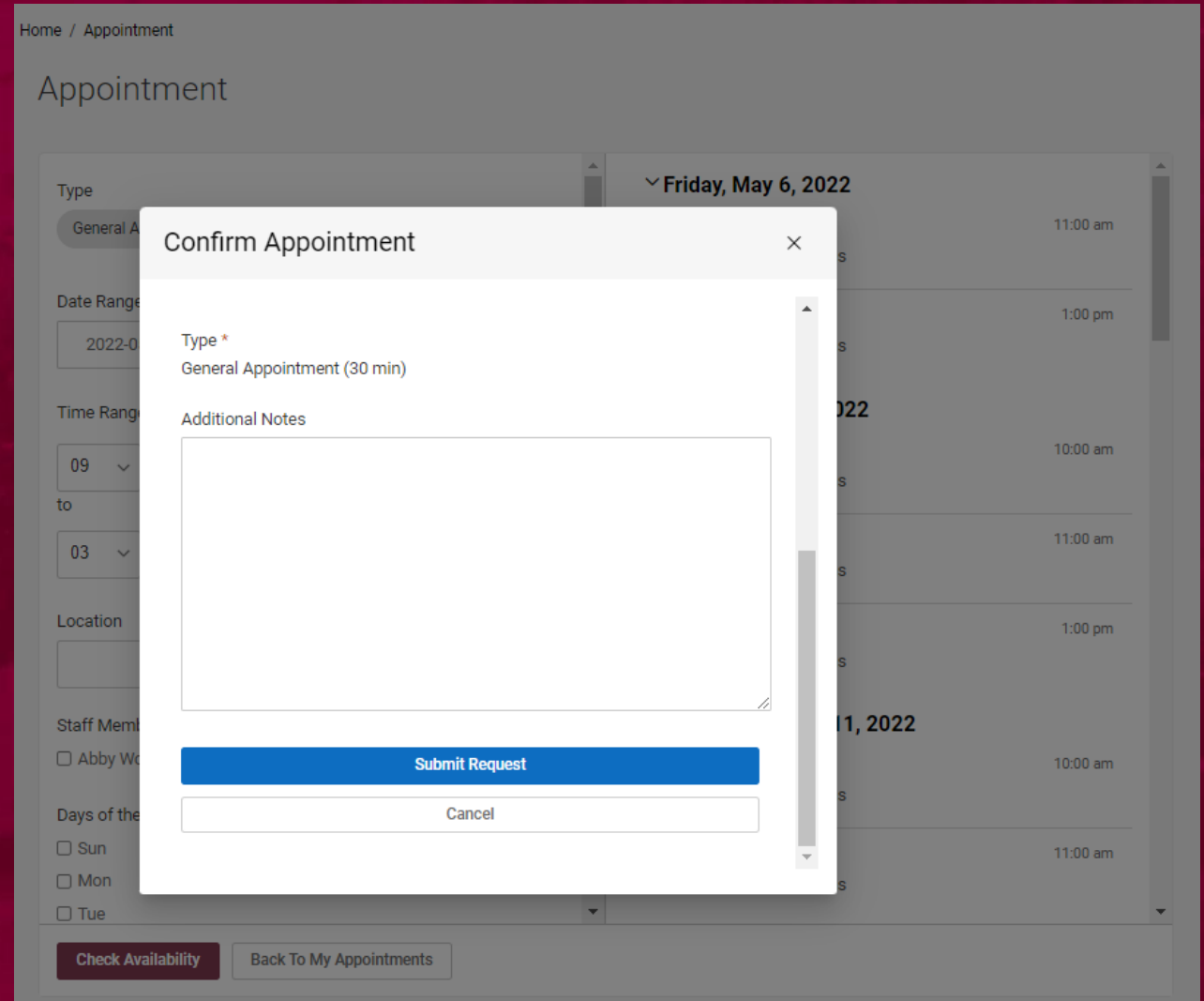
<a href="#">Abby Wolford-Jarrett</a>	10:00 am
237 Hardway Hall - 30 mins	
<a href="#">Abby Wolford-Jarrett</a>	11:00 am
237 Hardway Hall - 30 mins	
<a href="#">Abby Wolford-Jarrett</a>	1:00 pm
237 Hardway Hall - 30 mins	

**Wednesday, May 11, 2022**

<a href="#">Abby Wolford-Jarrett</a>	10:00 am
237 Hardway Hall - 30 mins	
<a href="#">Abby Wolford-Jarrett</a>	11:00 am
237 Hardway Hall - 30 mins	

# Cont.

7. Review the appointment information to verify it is correct and click the “Submit Request” button.



The screenshot shows a web interface for managing appointments. A modal dialog box titled "Confirm Appointment" is centered on the screen. The dialog contains the following elements:

- Title:** Confirm Appointment (with a close button 'X')
- Type:** A dropdown menu showing "General Appointment (30 min)".
- Additional Notes:** A large, empty text area for entering notes.
- Buttons:** A blue "Submit Request" button and a white "Cancel" button.

The background interface is dimmed and shows a calendar for "Friday, May 6, 2022". It includes a "Type" dropdown set to "General Appointment", a "Date Range" of "2022-0", and a "Time Range" from "09" to "03". There are also checkboxes for "Staff Member" (Abby W...) and "Days of the Week" (Sun, Mon, Tue). At the bottom of the background interface are buttons for "Check Availability" and "Back To My Appointments".

# Cont.


Once you complete your request it will appear under Requested Appointments. When the appointment is approved by the Accessibility Coordinator it will move under Approved Appointments.

Home / Appointment


## Appointment

### Requested Appointments

1 Results




**Abby Wolford-Jarrett** 30 mins  
General Appointment  
May 06, 2022 - 11:00 am  
237 Hardway Hall



[Request New Appointment](#)

### Approved Appointments




No records found.

Home / Appointment

## Appointment

### Requested Appointments




No records found.


[Request New Appointment](#)

### Approved Appointments

1 Results



**Abby Wolford-Jarrett** 30 mins  
General Appointment  
May 06, 2022 - 11:00 am  
237 Hardway Hall





# Test Scheduling in the LEAD Center

If you are approved for extended test time or testing in a distraction reduced environment, you will now schedule LEAD Center testing in Accommodate.

1. Select the Testing Room tab.
2. Click the “New Booking Request” button.

The screenshot displays the 'Test Room Booking' interface. On the left is a navigation menu with the following items: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room (highlighted in yellow), Calendar, and Profile. The main content area is titled 'Alternative Testing Rooms' and includes a blue informational banner: 'Please select the date and time closest to your scheduled class time. This request needs to overlap with your class time. If this is not possible, please explain the reason in your test request.' Below this are two columns: 'Pending Booking Requests' and 'Approved Booking Requests'. Both columns contain a large icon representing a document and folder, with the text 'No records found.' underneath. At the bottom of the interface, a yellow button labeled 'New Booking Request' is visible.

# Cont.

3. You will now fill out the rest of the form and complete the testing request. Keep in mind that you need to select the option that is closest to your scheduled class time.

Home / Test Room Booking

## Alternative Testing Rooms

**i** Please select the date and time closest to your scheduled class time. This request needs to overlap with your class time. If this is not possible, please explain the reason in your test request.

Course  
The History of Magical Beasts (Beasts 101)

Date Range  
2022-05-02  Select to 2022-05-23  Select

Time Range  
08  00  am  Clear  
to  
06  00  pm  Clear

Final Exam  
 Yes  no

Building

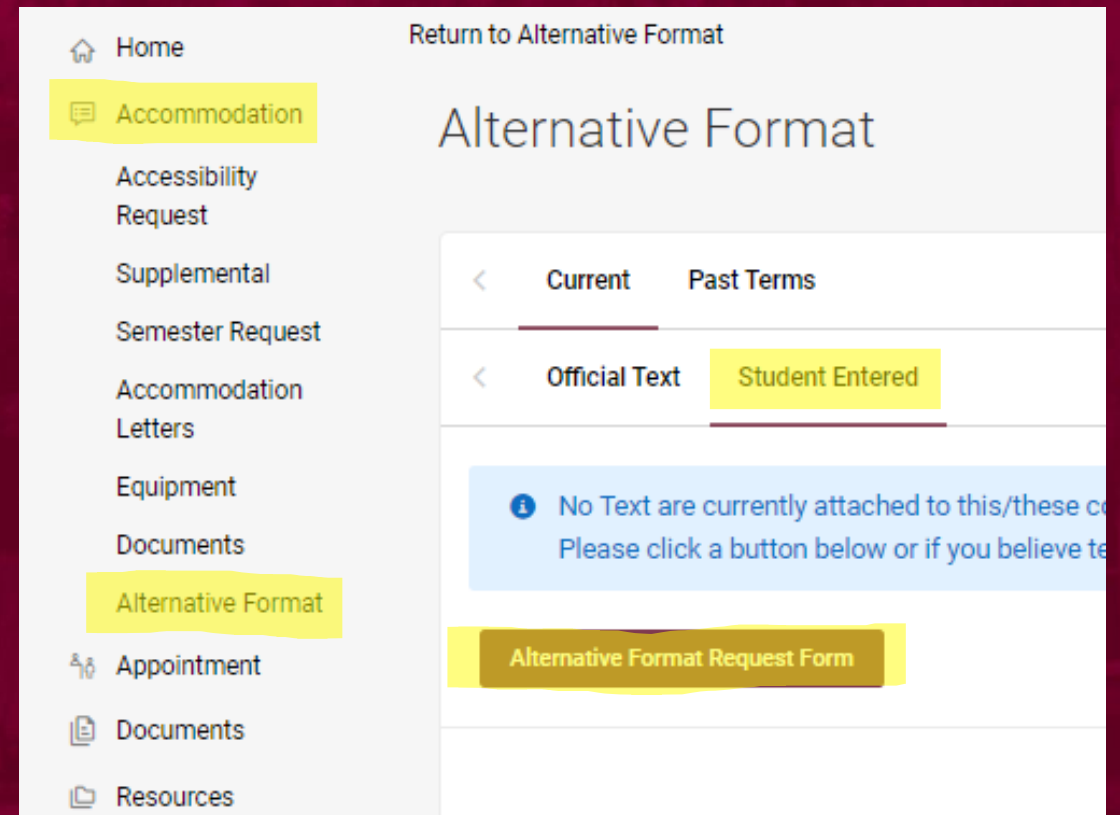
Room(s)

**i** Course cannot be blank

# Request Alternative Format Textbooks

If approved for this accommodation, you can request alternative format textbooks in Accommodate.

1. Select the Accommodation tab and this will expand the selections.
2. Choose Alternative Format.
3. Select Student Entered.
4. Click the “Alternative Format Request Form” button.



# Cont.

5. You will now fill out the form and complete the textbook request by clicking the “Submit” button. You will need to do this for each textbook you are requesting.

Keep in mind that you need fill out the entire form and you must provide proof of purchase.

[Return to Alternative Format](#) | [Return to list \(Alternative Format\)](#)

[new record]

\* indicates a required field

ISBN \*

Title \*

Author

Description

Semester \*

Completing this field will cause the page to reload. All fields will retain their values.

**Proof of Purchase**

# Important Information

- ❖ Accommodate allows you and your professors to now review and sign your accommodation letters electronically. However, keep in mind it is still your responsibility to schedule a time with your professors to discuss the approved academic accommodations and make specific plans for how the appropriate accommodations will be implemented in each class.
- ❖ Keep in mind that documentation needs to be updated every 3 years. If you began receiving accommodations your Freshman year and are going into your Senior year, then the Office of Accessibility will need updated documentation.