

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 Do I Login to Accommodate?

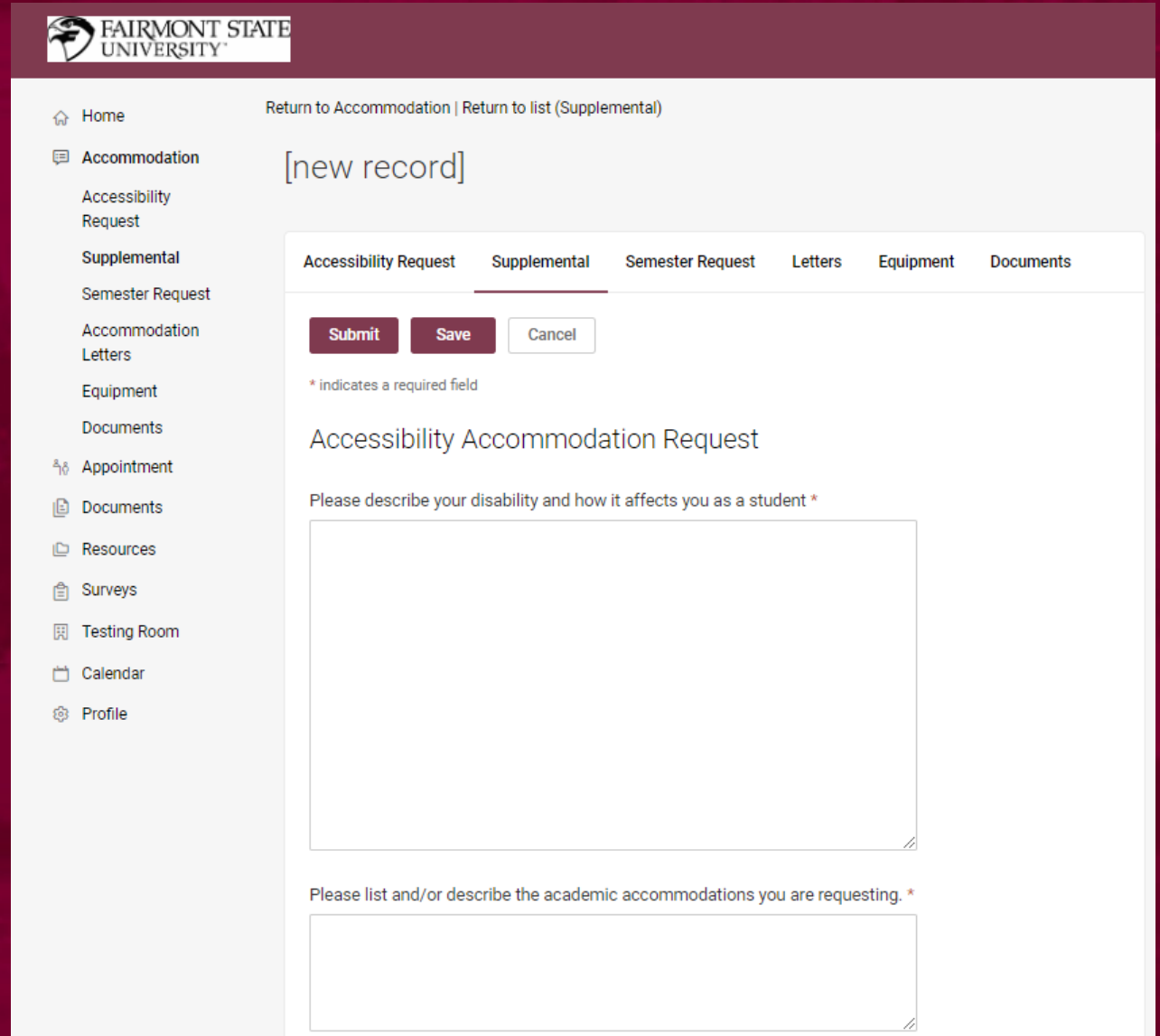
❖ Use the following link to login:

<https://fairmontstate-accommodate.symplicity.com/>

❖ Select the Student box

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 Accommodation Request web application. The header includes the university logo and navigation links: "Return to Accommodation" and "Return to list (Supplemental)". The left sidebar contains a menu with icons and labels: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is titled "[new record]" and features a tabbed interface with "Accessibility Request", "Supplemental", "Semester Request", "Letters", "Equipment", and "Documents". The "Supplemental" tab is active. Below the tabs are three buttons: "Submit", "Save", and "Cancel". A note states "* indicates a required field". The form contains two text input areas: "Accessibility Accommodation Request" with the prompt "Please describe your disability and how it affects you as a student *", and a second area with the prompt "Please list and/or describe the academic accommodations you are requesting. *".

FAIRMONT STATE UNIVERSITY

Return to Accommodation | Return to list (Supplemental)

[new record]

Accessibility Request Supplemental Semester Request Letters Equipment Documents

Submit Save Cancel

* indicates a required field

Accessibility Accommodation Request

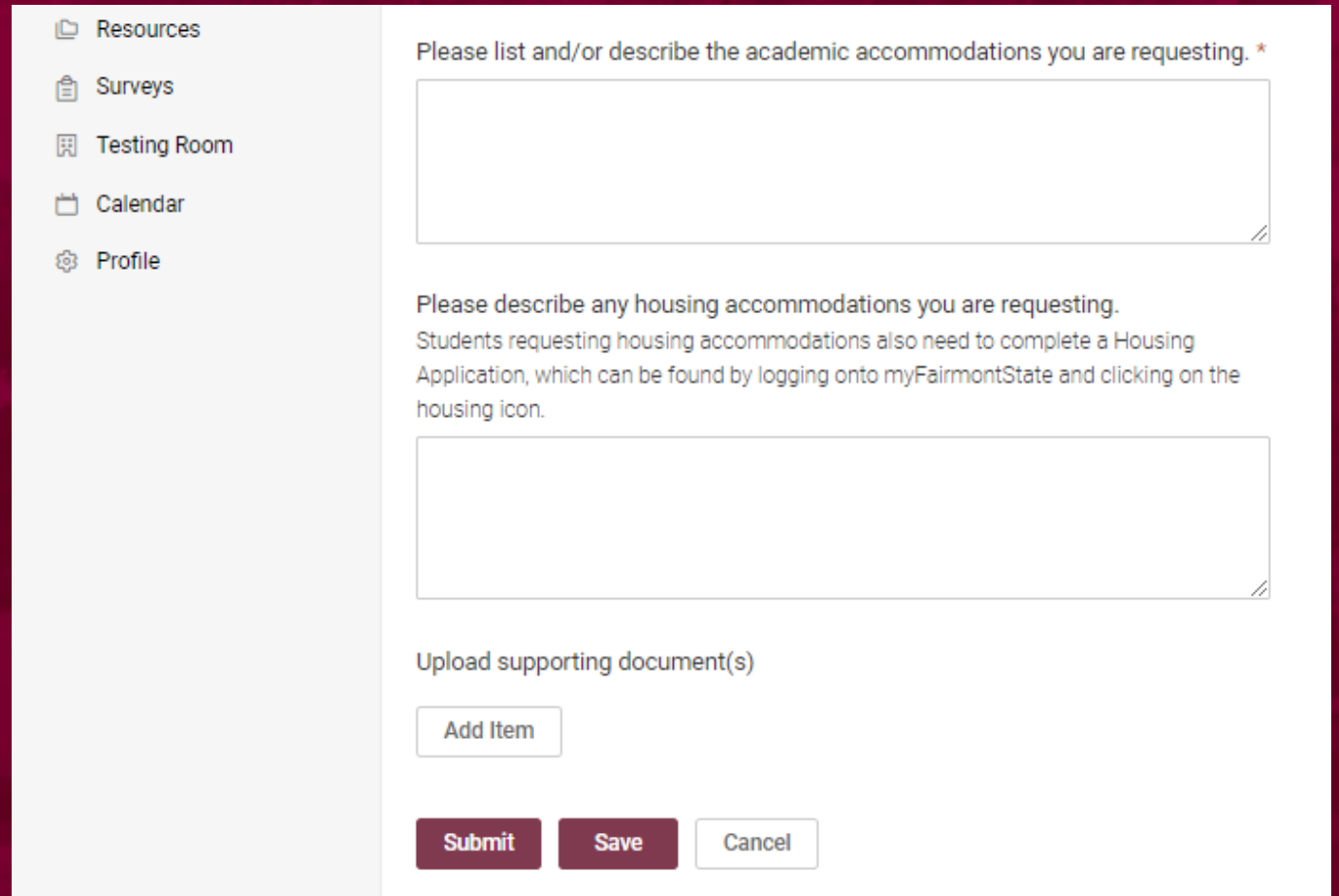
Please describe your disability and how it affects you as a student *

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 left sidebar and a main content area. The sidebar contains five menu items: 'Resources' (with a folder icon), 'Surveys' (with a clipboard icon), 'Testing Room' (with a calendar icon), 'Calendar' (with a calendar icon), and 'Profile' (with a gear icon). The main content area has a heading 'Please list and/or describe the academic accommodations you are requesting. *' followed by a large text input field. Below this is another heading 'Please describe any housing accommodations you are requesting.' followed by a paragraph of 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.' This is followed by another large text input field. Below the input fields is a section titled 'Upload supporting document(s)' with an 'Add Item' button. At the bottom of the form are three buttons: 'Submit' (dark blue), 'Save' (dark blue), and 'Cancel' (light blue).

Resources

Surveys

Testing Room

Calendar

Profile

Please list and/or describe the academic accommodations you are requesting. *

Please describe any housing accommodations you are requesting.
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.

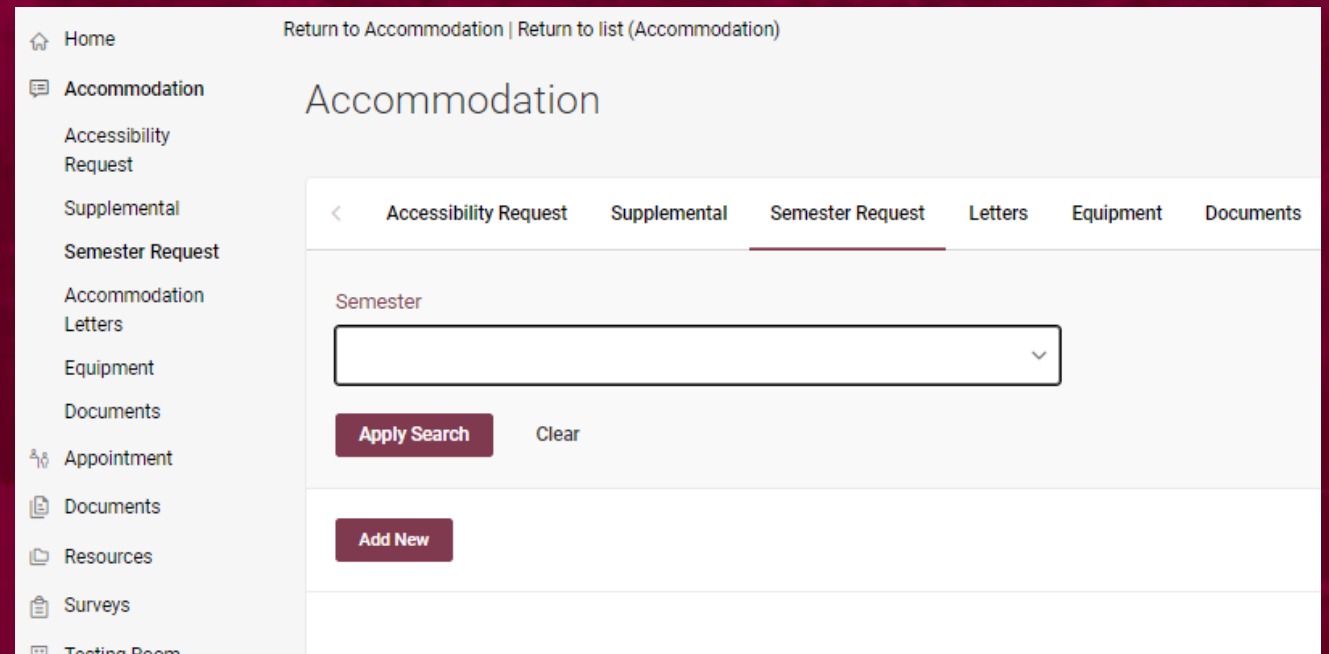
Upload supporting document(s)

Add Item

Submit Save 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 vertical sidebar menu with icons and labels for various categories: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, 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 six tabs: Accessibility Request, Supplemental, Semester Request (which is currently selected and underlined), Letters, Equipment, and Documents. Under the 'Semester Request' tab, there is a section labeled 'Semester' containing a large, empty drop-down menu. Below the drop-down are two buttons: 'Apply Search' and 'Clear'. At the bottom of this section is an '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 interface for managing accessibility requests. At the top, there is a navigation bar with tabs: Accessibility Request, Supplemental, Semester Request (which is selected), Letters, Equipment, and Documents. Below the navigation bar, a light blue notification box contains an information icon and 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 this, on the left, is a 'Semester' section with a drop-down menu currently showing 'Summer 2022 (Test)'. On the right, there are two buttons: 'Submit For All Accommodations' (in a dark red box) and 'Review The Renewal' (in a light grey box). Below the 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.

< Accessibility Request Supplemental Semester Request Letters Equipment Documents >

i You have been approved for:
Academic Accommodations/Testing in a distraction reduced environment
Academic Accommodations/Extended Test time - 50%
Academic Accommodations/Note taking assistance

Semester
Summer 2022 (Test) ▾

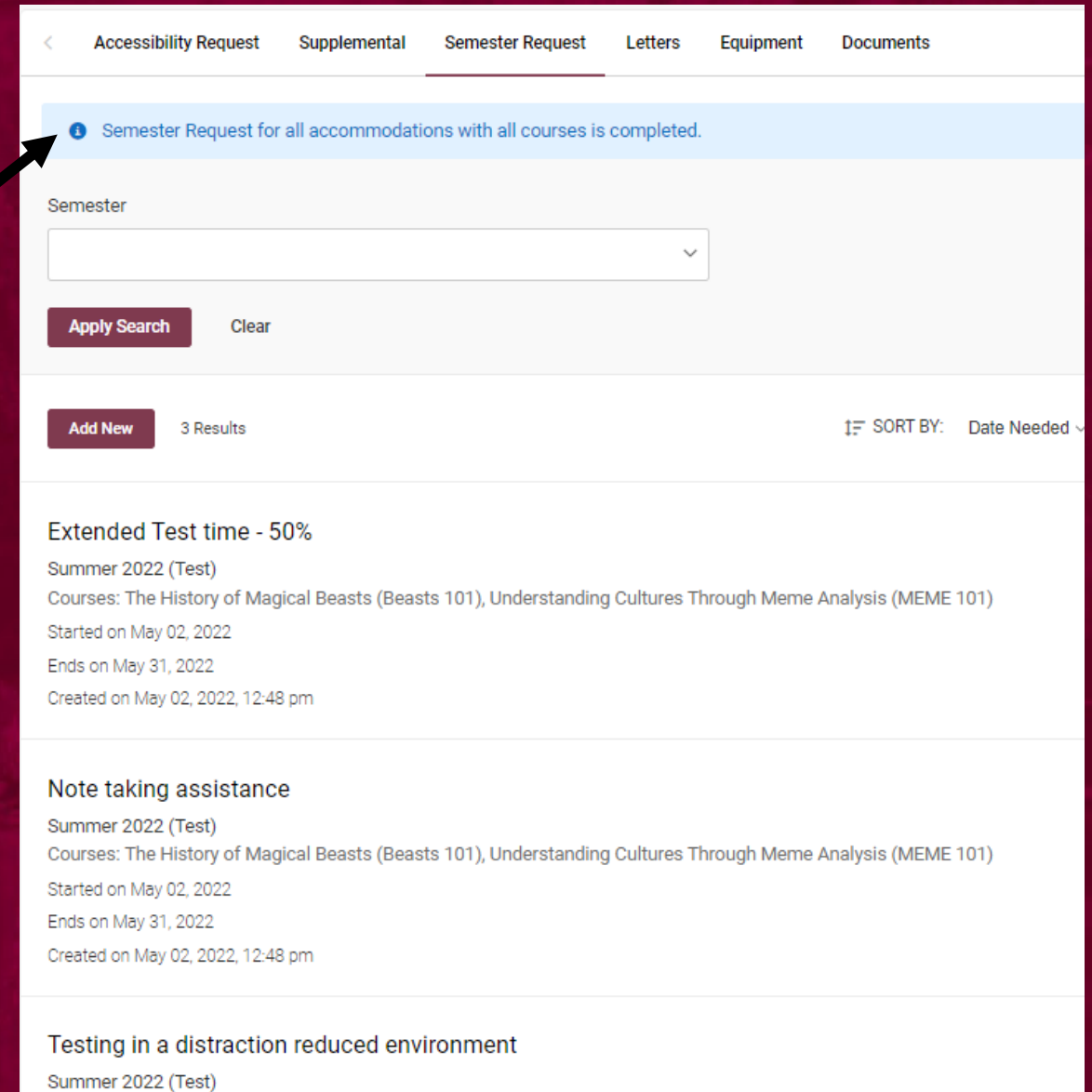
Submit For All Accommodations Review The Renewal

The History of Magical Beasts
Beasts 101
Starts May 02, 2022
Ends May 31, 2022

Understanding Cultures Through Meme Analysis
MEME 101
Starts August 09, 2021
Ends 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.

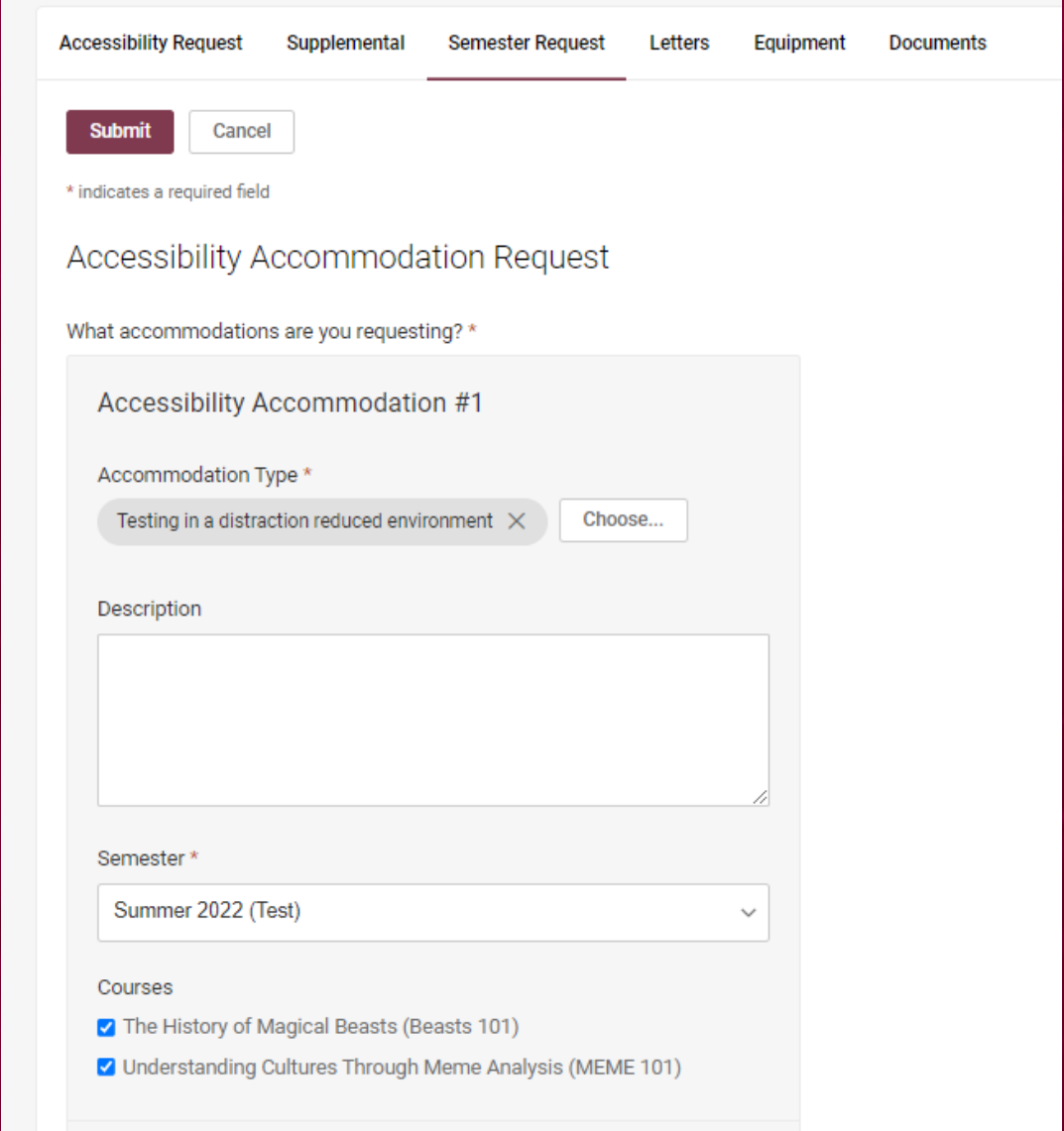


The screenshot shows a web application interface for submitting semester requests. At the top, there is a navigation bar with tabs: Accessibility Request, Supplemental, Semester Request (which is selected), Letters, Equipment, and Documents. Below the navigation bar, a blue banner displays a message: "Semester Request for all accommodations with all courses is completed." An arrow points from the text "Submit for All Accommodations" in the adjacent text block to this message. Below the banner, there is a "Semester" dropdown menu, an "Apply Search" button, and a "Clear" button. Further down, there is an "Add New" button and a "3 Results" indicator. On the right side, there is a "SORT BY: Date Needed" dropdown. The main content area lists three results:

- 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 'Submit' and 'Cancel' buttons. 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 required field for 'Accommodation Type *' with a dropdown menu showing 'Testing in a distraction reduced environment' and a 'Choose...' button. There is a 'Description' text area. Below that is a required field for 'Semester *' with a dropdown menu showing 'Summer 2022 (Test)'. Finally, there is a 'Courses' section with two checkboxes: 'The History of Magical Beasts (Beasts 101)' and 'Understanding Cultures Through Meme Analysis (MEME 101)', both of which are checked.

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

Submit Cancel

* indicates a required field

Accessibility Accommodation Request

What accommodations are you requesting? *

Accessibility Accommodation #1

Accommodation Type *
Testing in a distraction reduced environment X Choose...

Description

Semester *
Summer 2022 (Test) v

Courses

- ☒ The History of Magical Beasts (Beasts 101)
- ☒ Understanding Cultures Through Meme Analysis (MEME 101)

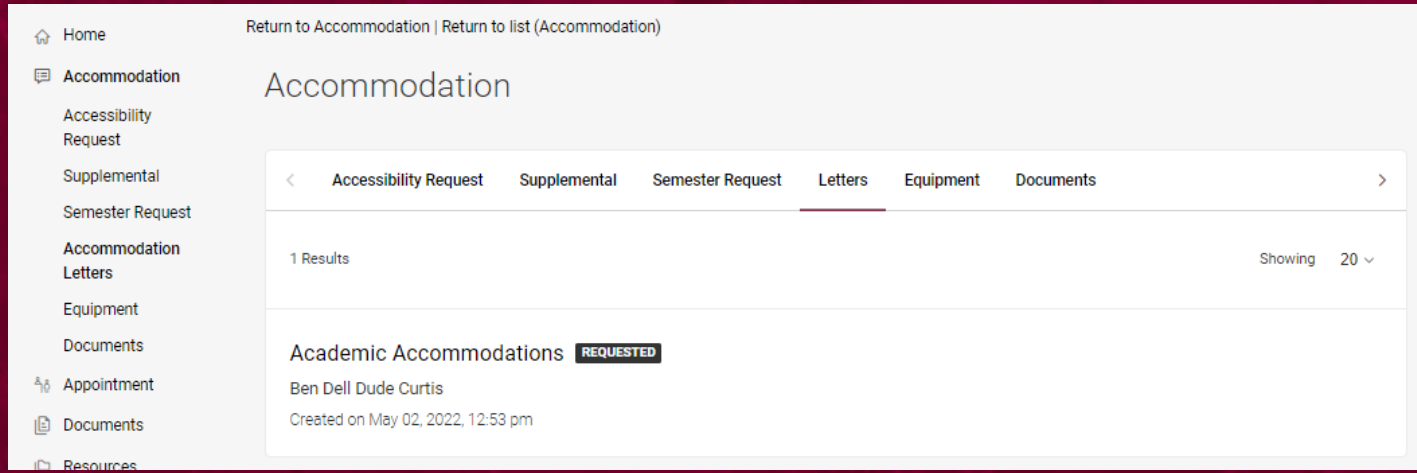
Cont.

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 application for managing accessibility requests. At the top, a navigation bar includes tabs for 'Accessibility Request', 'Supplemental', 'Semester Request' (which is active), 'Letters', 'Equipment', and 'Documents'. Below the navigation bar, there is a search section with a 'Semester' dropdown menu, an 'Apply Search' button, and a 'Clear' link. A summary bar shows an 'Add New' button, '3 Results', and sorting options: 'SORT BY: Date Needed' and 'Showing 20'. The main content area lists two approved requests. The first request is for 'Extended Test time - 50%' and the second is for 'Note taking assistance'. Both requests are for 'Summer 2022 (Test)' and involve the courses 'The History of Magical Beasts (Beasts 101)' and 'Understanding Cultures Through Meme Analysis (MEME 101)'. Each request entry includes the start and end dates (May 02, 2022 to May 31, 2022) and the creation timestamp (May 02, 2022, 12:48 pm).

Request Type	Status	Semester	Courses	Start Date	End Date	Created
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.

Academic Accommodations/Note taking assistance
Summer 2022 (Test)
The History of Magical Beasts (Beasts 101)
Understanding Cultures Through Meme Analysis (MEME 101)

Students with disabilities should receive reasonable accommodations in their academic pursuits so that a disability does not unfairly interfere with their learning process or grading and evaluation. If you have any questions, please contact the Office of Accessibility Services at access@fairmontstate.edu or 304-367-4543. Thank you for your cooperation.

Office of Accessibility Services
237 Hardway Hall
1201 Locust Avenue
Fairmont, West Virginia 26554-2470
Phone (304) 367-4543
E-mail access@fairmontstate.edu

Please electronically sign below.

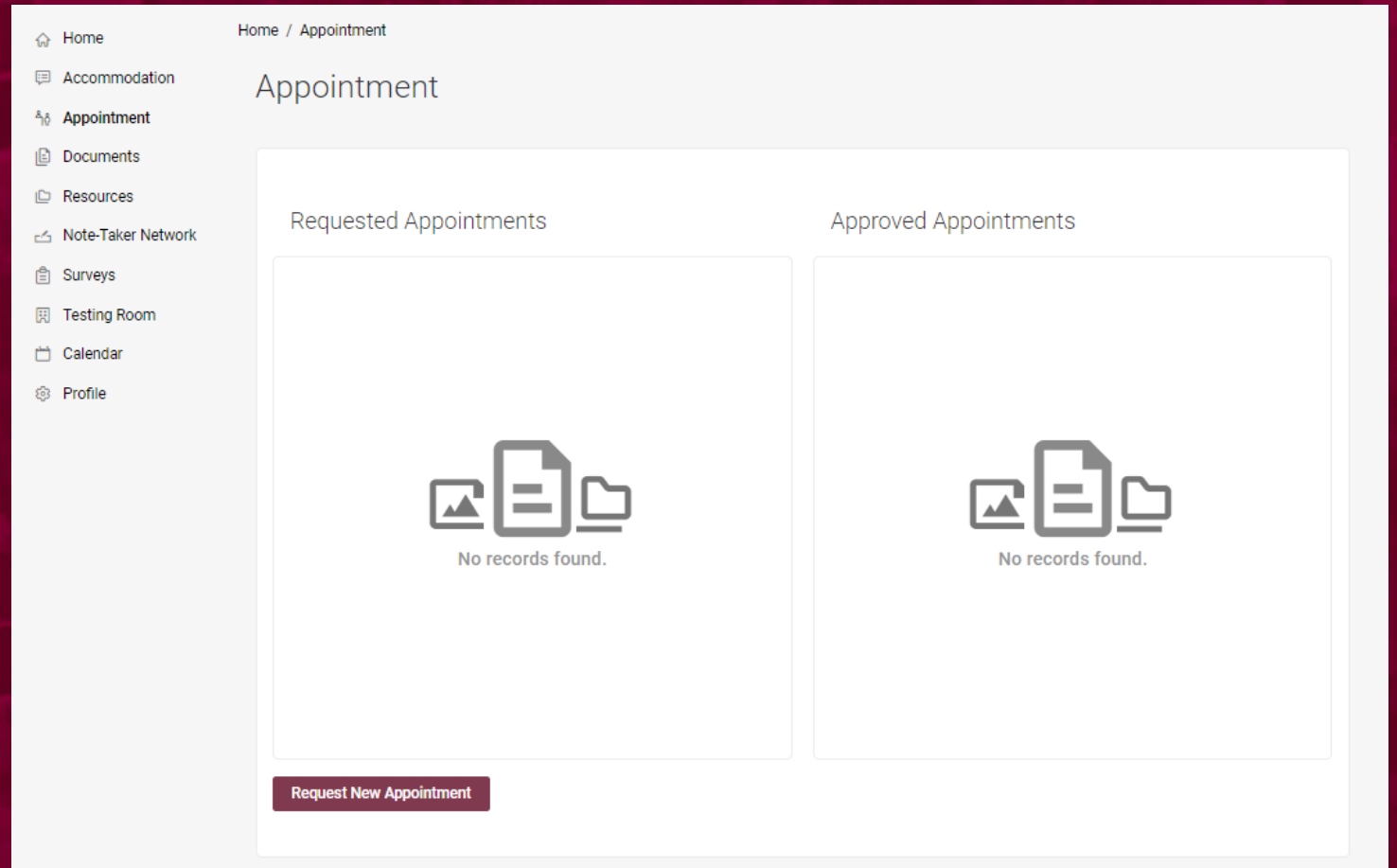
Signature *

Please type your First and Last Name.

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 Wolford-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) × Choose...

Date Range

2022-05-04 Select to 2022-05-25 Select

Time Range

09 ▼ 00 ▼ am ▼ Clear

to

03 ▼ 00 ▼ pm ▼ Clear

Location

▼

Staff Member(s)

☐ Abby Wolford-Jarrett

Days of the Week

☐ Sun

☐ Mon

☐ Tue

▼ Friday, May 6, 2022

[Abby Wolford-Jarrett](#) 11:00 am
237 Hardway Hall - 30 mins

[Abby Wolford-Jarrett](#) 1:00 pm
237 Hardway Hall - 30 mins

▼ Monday, May 9, 2022

[Abby Wolford-Jarrett](#) 10:00 am
237 Hardway Hall - 30 mins

[Abby Wolford-Jarrett](#) 11:00 am
237 Hardway Hall - 30 mins

[Abby Wolford-Jarrett](#) 1:00 pm
237 Hardway Hall - 30 mins

▼ Wednesday, May 11, 2022

[Abby Wolford-Jarrett](#) 10:00 am
237 Hardway Hall - 30 mins

[Abby Wolford-Jarrett](#) 11:00 am
237 Hardway Hall - 30 mins

Check Availability Back To My Appointments

Cont.

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

The screenshot displays a web application interface for managing appointments. A modal dialog titled "Confirm Appointment" is centered on the screen, overlaying a calendar view for Friday, May 6, 2022. The modal contains the following elements:

- Type ***: A dropdown menu showing "General Appointment (30 min)".
- Additional Notes**: A large, empty text area for entering notes.
- Submit Request**: A prominent blue button.
- Cancel**: A button with a light gray background.

The background interface, which is dimmed, includes a breadcrumb "Home / Appointment", a title "Appointment", and a calendar grid with time slots from 11:00 am to 1:00 pm. On the left side of the background interface, there are form fields for "Type" (set to "General Appointment"), "Date Range" (set to "2022-05-06 to 2022-05-06"), "Time Range" (set to "09:00 to 10:00"), "Location", "Staff Member" (with a checkbox for "Abby W..."), and "Days of the Week" (with checkboxes for "Sun", "Mon", and "Tue"). At the bottom of the background interface are two buttons: "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 Welford-Jarrett

General Appointment

May 06, 2022 - 11:00 am


237 Hardway Hall

30 mins

⋮

Request New Appointment

Approved Appointments




No records found.

Home / Appointment

Appointment

Requested Appointments




No records found.

Request New Appointment

Approved Appointments

1 Results



Abby Welford-Jarrett

General Appointment

May 06, 2022 - 11:00 am

237 Hardway Hall

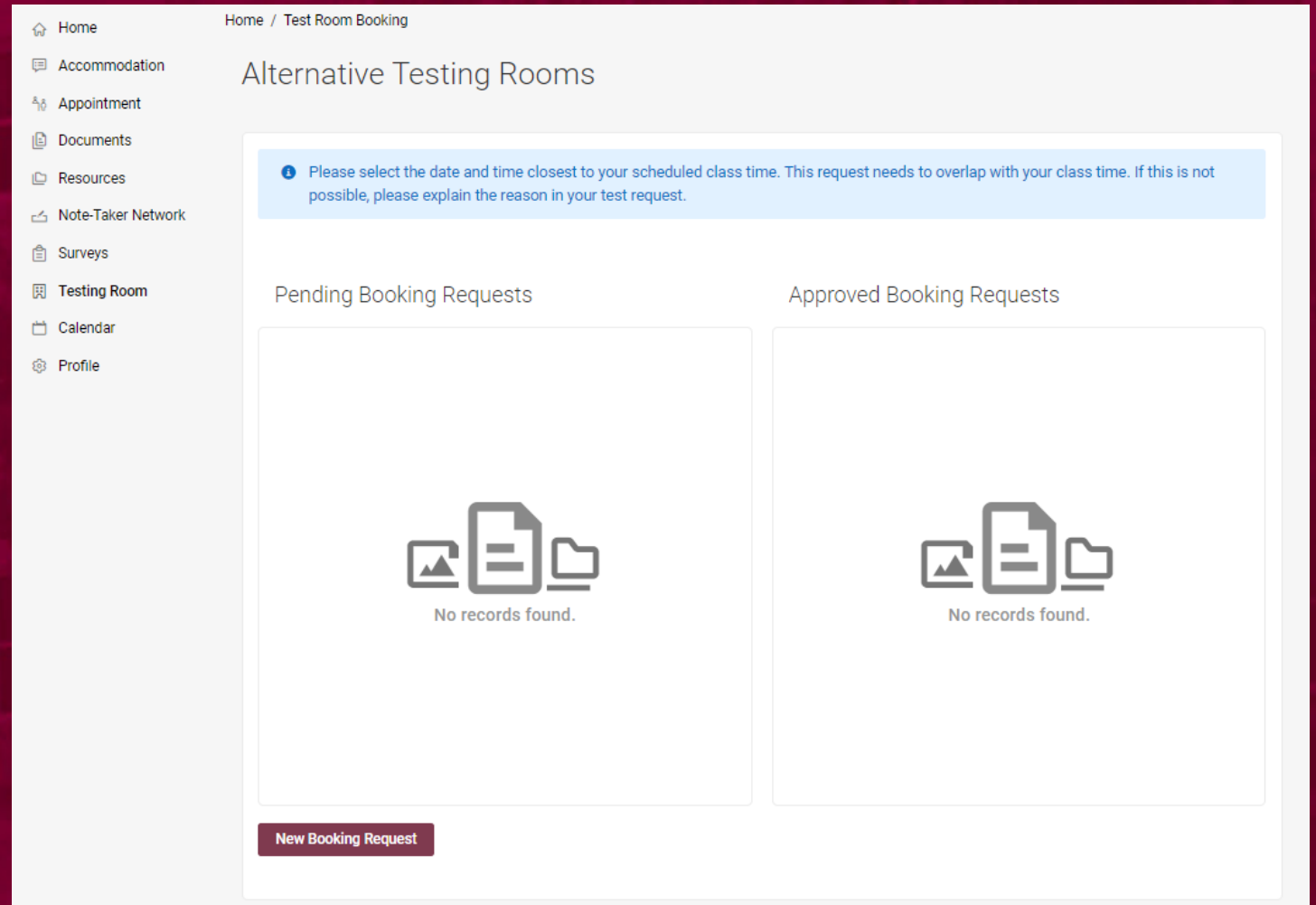
30 mins

⋮

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.



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

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
▼

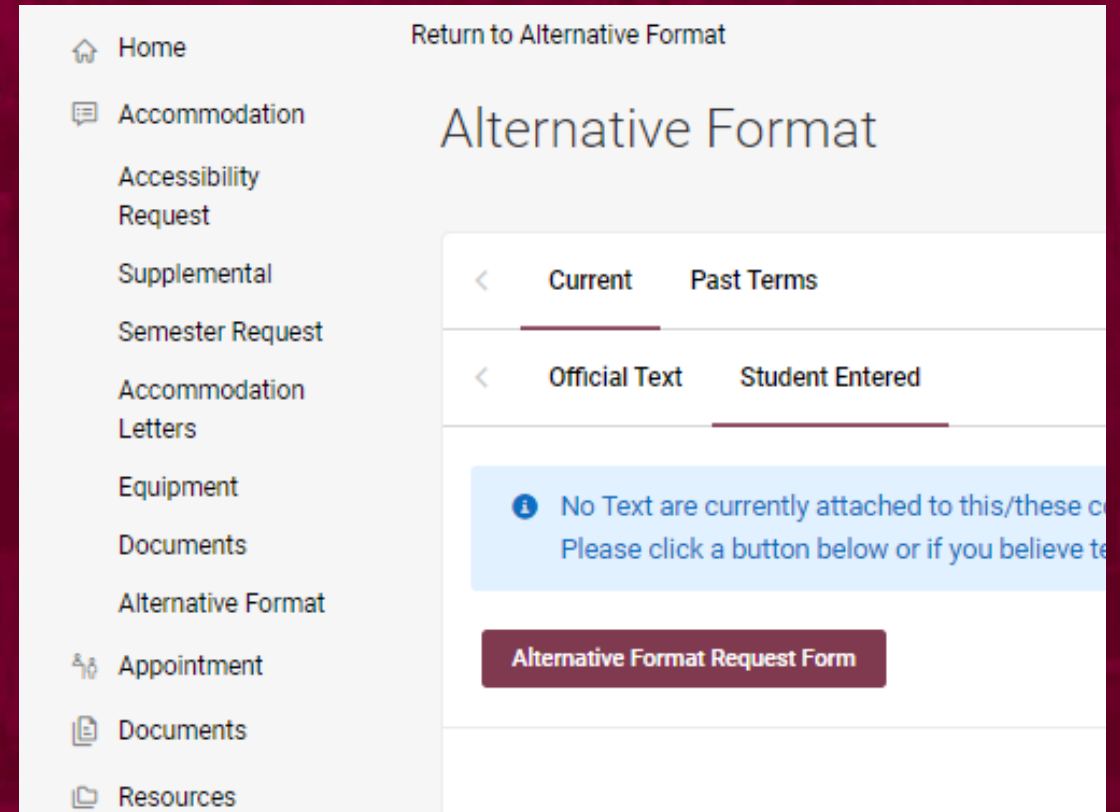
Room(s)
▼

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.



The screenshot displays the Accommodate website interface. On the left is a navigation menu with the following items: Home, Accommodation, Accessibility Request, Supplemental Semester Request, Accommodation Letters, Equipment Documents, Alternative Format, Appointment, Documents, and Resources. The 'Accommodation' tab is selected, and the 'Alternative Format' option is highlighted. The main content area is titled 'Alternative Format' and includes a 'Return to Alternative Format' link. Below the title are two tabs: 'Current' and 'Past Terms', with 'Current' being the active tab. Under the 'Current' tab, there are two sub-tabs: 'Official Text' and 'Student Entered', with 'Student Entered' being the active sub-tab. A blue information box contains the text: 'No Text are currently attached to this/these c. Please click a button below or if you believe te'. Below this box is a prominent red button labeled 'Alternative Format Request Form'.

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 review and sign your accommodation letters electronically. However, keep in mind it is important to discuss the approved academic accommodations with your professors.
- ❖ 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.