

## Student Guide for Accommodate 2021



Welcome to *Accommodate*, the online software program that the Office of Disability Services (ODS) at Slippery Rock University (SRU) uses to service students registered with our office.

Please use this guide to assist you with completing the necessary tasks to utilize and maintain your approved accommodations with ODS. You can click on the table of contents item to be taken directly to that item in the guide.

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### How to Log into Accommodate

1. Log into D2L (Desire 2 Learn).
2. Click on the **Accommodate** icon located on the bottom left of your D2L home page.
3. Select the box on the next screen that says **Student** as your user type.
4. Type in your SRU email and password, as needed, and then click **Submit**.
5. You are now logged into *Accommodate*.

### How to Access your Accommodation Letter

1. Log into *Accommodate* using the *How to Log into Accommodate* instructions above.
2. Click on the **Accommodation** tab in the left sidebar and then select **Accommodation Letters** from the submenu.
3. Click on the name of the document you would like to access to open it. Accommodation letters are labeled **Semester Request Decision** or **Accommodation for Current Term**. To access the appropriate document, refer to the date the letter was created.
4. To print a hard copy of your accommodation letter, click on the **Print Letter** button followed by clicking the grey **Print** button at the bottom of your letter.
5. To save a digital copy of your accommodation letter for your records or to send to it to all of your professors, click on the **Generate PDF** button and save the document to your computer.

**Important Note:** You will receive an emailed copy (to your SRU email) of your accommodation letter only when you are initially approved for accommodations or when you complete a semester request

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for the semesters you would like to use your accommodations. Instructions on doing a semester request can be found on page 3 of this document. When received, ODS highly encourages that you forward your accommodation letter to all of your faculty. All SRU faculty have access to view accommodations for students enrolled in each of their courses and will be emailed a notification to log into Accommodate to see the student's approved accommodations when an accommodation letter is emailed to you.

### How to Submit a Test Room Booking (or Schedule a Test or Quiz in ODS)

**Before** submitting a test room booking in Accommodate,

- Please communicate with your professor that you would like to take the test in ODS.
- Be aware that all tests and/or quizzes scheduled in ODS must be completed in *Accommodate* at **least 48 hours before the test**. If you do not submit your request in this time period, *Accommodate* will not let you schedule your test in our office. In this case, please contact ODS immediately.
- Test room bookings only need to be submitted for exams that will take place in ODS or with ODS staff via a zoom testing situation.

#### **How to submit a test room booking:**

1. Log into *Accommodate* using the *How to Log into Accommodate* instructions on page 1.
2. Click on the **Testing Room** tab in the left sidebar of your *Accommodate* home screen.
3. Click on the green box labeled **New Booking Request** at the bottom of the page.
4. Select the **COURSE** that your test is for.
  1. Select the **DATE** that you would like to take your test in ODS in both date boxes. This date should be agreed upon by your professor.
  2. Select the **TIME** that you want to take your test in ODS. This time should also be agreed upon by your professor.
  3. Select **yes or no** as to whether the test is a final exam.
  4. For Override Course Length,
    - a. Select **NO** if the professor is giving you **the entire scheduled class time** to take the test (ex. You have 50 minutes to take a test for a 50-minute class).
    - b. Select **YES** if the professor is giving the class **more/less than the full scheduled class time** for the test and input the amount of time the professor is allotting for the test in minutes (ex. You have 30 minutes to take a quiz in a 50-minute class).
5. If testing rooms do not populate on the right side of the screen, select the **LOCATION** of the test from the drop down as the University Union, where our office is located.
6. The Room (s) and Days of the Week sections do not have to be completed unless you desire to only see availability in a certain testing room or a certain day of the week.
7. View the testing rooms and slots available. Click on the **GREEN LINK** next to the testing room you would like to take your test in (making sure that the time is correct).
8. A pop-up box will appear. Please complete the boxes in the pop-up screen to finalize your request. The pop-up screen items that you must complete are:
  - a. Instructors First and Last Name
  - b. Instructor's Office (Room and Building)
  - c. Exam (what exam you are scheduling to take; For example, Exam 1, Mid-Term, etc.)
  - d. Read the Academic Honesty Statement and check the box that you agree

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- e. Any notes regarding your test request (ex. If your professor is allowing you to take the exam with a calculator, notes, a note card, formula sheet, if it is open book, etc.). In addition, this is the place where you will request a reader or scribe if you have been approved for those supports with your accommodations.
9. When all items in the pop-up box have been completed, click on the **Submit Request** button to finalize your request.
10. Look for an email when your test room booking is approved as well as a reminder email that will be sent to you the day before the exam.

### How to Complete a Semester Request (or Renew your Accommodations)

A **semester request** is a task that all students registered with ODS must complete every semester after being approved for accommodations. It communicates to ODS that students would like to continue to use their accommodations and that they would like to apply those accommodations to each set of courses in the new semester.

It is each student's responsibility to complete a semester request every semester they are enrolled at Slippery Rock University. If this task is not completed, the student will run the risk of not having their accommodations applied to the courses that they are enrolled in. ODS will not be held responsible for the student's failure to complete a semester request in a timely manner so as to utilize accommodations to support the student's academic success. Use the following steps to complete this task:

1. Log into *Accommodate* using the *How to Log into Accommodate* instructions on page 1.
2. Click on the **Accommodation** tab in the left sidebar and then select **Semester Request** from the submenu.
3. Click on the **Add New** button.
4. From the **Semester** dropdown menu, select the semester for which you are renewing your accommodations. The page will reload, and you will see your course schedule on the right side of the screen. *If your course schedule does not appear, please still complete your semester request.*
5. Select **Submit for All Accommodations** or **Review the Renewal**.
  - a. If you select **Submit for All Accommodations**, you are requesting that all of your accommodations are applied to all of your next semester classes.
  - b. If you select **Review the Renewal**, you have the opportunity to review your approved accommodations and delete them as necessary. If you know a particular accommodation is no longer effective, you can opt to delete it for that semester.

**Complete this process for each accommodation listed.**
6. If you add or drop any courses after you complete a semester request for the same semester, please notify ODS immediately.
7. Look for your **Accommodation Letter** in your SRU email a week or two before the start of the semester. Forward this letter to all of your professors at the start of the semester and begin communication with them about both your needs and when you would like to use your approved accommodations.

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### How to Submit a Supplemental Request (or Request an Additional Accommodation)

A **Supplemental Request** is a task that a student can complete online in *Accommodate* to request an additional accommodation be added to his/her approved accommodations. Use the following steps to complete this request:

1. Log into *Accommodate* using the *How to Log into Accommodate* instructions on page 1.
2. Click on the **Accommodation** tab in the left sidebar and then select **Supplemental** from the submenu.
3. Click on the **Add New** button.
4. Fill out all of the form fields on the page. You can request more than one accommodation by using the **Request Additional Accommodation** button at the bottom of the form, if needed.
5. You may upload documentation to support your need for the requested accommodation by using the **Add Item** button located toward the bottom of the page, if needed.
6. Make sure your request is accurate. Then click the **Submit** button.
7. ODS will review your request and follow up with you via email.

### How to Access Notes in the Note-Taker Network (for Students with a Note-Taking Accommodation ONLY)

1. Log into *Accommodate* using the *How to Log into Accommodate* instructions on page 1.
2. Click on the **Note-Taker Network** tab on the left sidebar.
3. Click on **More Filters**.
4. 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.
5. Complete this process for each course you receive notes for making sure to click on the **Clear** button in between your searches.
6. Communicate with ODS immediately if you are having any issues with the notes you are receiving.

**Important Note:** You must download any notes from *Accommodate* that you would like to retain for future use. You will not be able to access your notes after the last day of classes for the current semester.

### How to Submit an Alternative Format Textbook Book Request (for Kurzweil Users ONLY)

BEFORE logging in to *Accommodate* to complete your Alternative Format Textbook request, you must first gather the following required information to complete your request:

- The title of the book
- The author of the book
- The publisher of the book
- The ISBN number (International Standard Book Number). This is typically a 13-digit number that identifies a book found on the copyright page or on the back cover of the book near the publisher's barcode. Newer ISBN numbers begin with "978".
- The price of the book
- The CRN for the course, listed on your concise student schedule
- A receipt or proof of purchase for the textbook, in a format that you can upload online with your request (digital image, scan, etc.)

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If you have a physical copy of the book and a digital copy of your book receipt, this information should be easily accessible.

If you **do not have a physical copy of the book**, please review additional instructions by accessing the document [Ordering Digital Copies of Books for Kurzweil](#) on our ODS website or under **Resources** in *Accommodate*.

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

1. Log into *Accommodate* using the *How to Log into Accommodate* instructions on page 1.
2. Click on the **Accommodation** tab in the left sidebar and then select **Alternative Format** from the submenu.
3. Click on **Current** and **Student Entered**.
4. Click on **Upload Document for Alternative Format Request**.
5. Complete the form which appears. All fields are required to submit.
6. To request multiple textbooks at one time, click on the **Request Additional Alternative Format** button before submitting your request.
7. Click the **Submit** button when you have completed your request. You can also save your work by clicking the **Save** button which will allow you to come back at a later time.
8. Check back under the Alternative Format subtab for updates on your request. You can also call, email, or visit ODS to obtain the status of your text.
9. Once you have learned that ODS has your requested textbook, please visit ODS with a flash drive to easily get a copy of your textbook to upload and access in Kurzweil. Instructions on how to upload and access your digital textbook can be found under **Resources** in *Accommodate*.

### How to Add Accommodate to the Home Screen of your Mobile Device

1. Access *Accommodate* on your mobile device using the *How to Log into Accommodate* instructions on page 1.
2. Once accessed, click on your mobile device's **Action Button** to add *Accommodate* to your home screen. For example, if you have an iPhone, the little square button with the upward-pointing arrow at the bottom center of the screen is the action button. Press this button followed by scrolling through and selecting **Add to Home Screen** from the available options.
3. You can now access *Accommodate* like an app from your mobile device.