

Instructions for Faculty to Sign Accommodation Letters

1. You will receive an email stating that an accommodation letter has been created for a student in your class. The email will provide you with the student name and course information.

To view and sign the letter, please Log into Accommodate by following the link in the email: <https://uml-accommodate.symlicity.com/faculty/index.php>

If you are not logged in automatically, use your UML email address and password for login information.

2. Once logged in, select "Accommodation Letters".

Home Accommodation Letters Courses Resources My Account

Welcome, Adria

Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

GETTING STARTED

- Account Created
- Personal Profile

NEWS FEED Show Me

ANNOUNCEMENT

Welcome to Accommodate

Accommodate is the new platform for all of your Disability information. Through Accommodate, you can:

- Book appointments
- Request accommodations for the semester
- Book a spot in the Testing Center
- View and upload your documentation
- See the latest news and reminders

For information on how to log in and navigate site, please [VISIT OUR WEBSITE](#) or call 978-934-4574.

SHORTCUTS

- Room Booking

3. Scroll to the bottom of the page to see a list of all accommodation letters for the semester. Find the student who has submitted the request and click the edit button (paper with a pencil).

Home Accommodation Letters Courses Resources My Account

Welcome, Adria Brubaker.

Accommodation Letters

software by symlicity™

Keywords

Searches title and description

Semester

Course

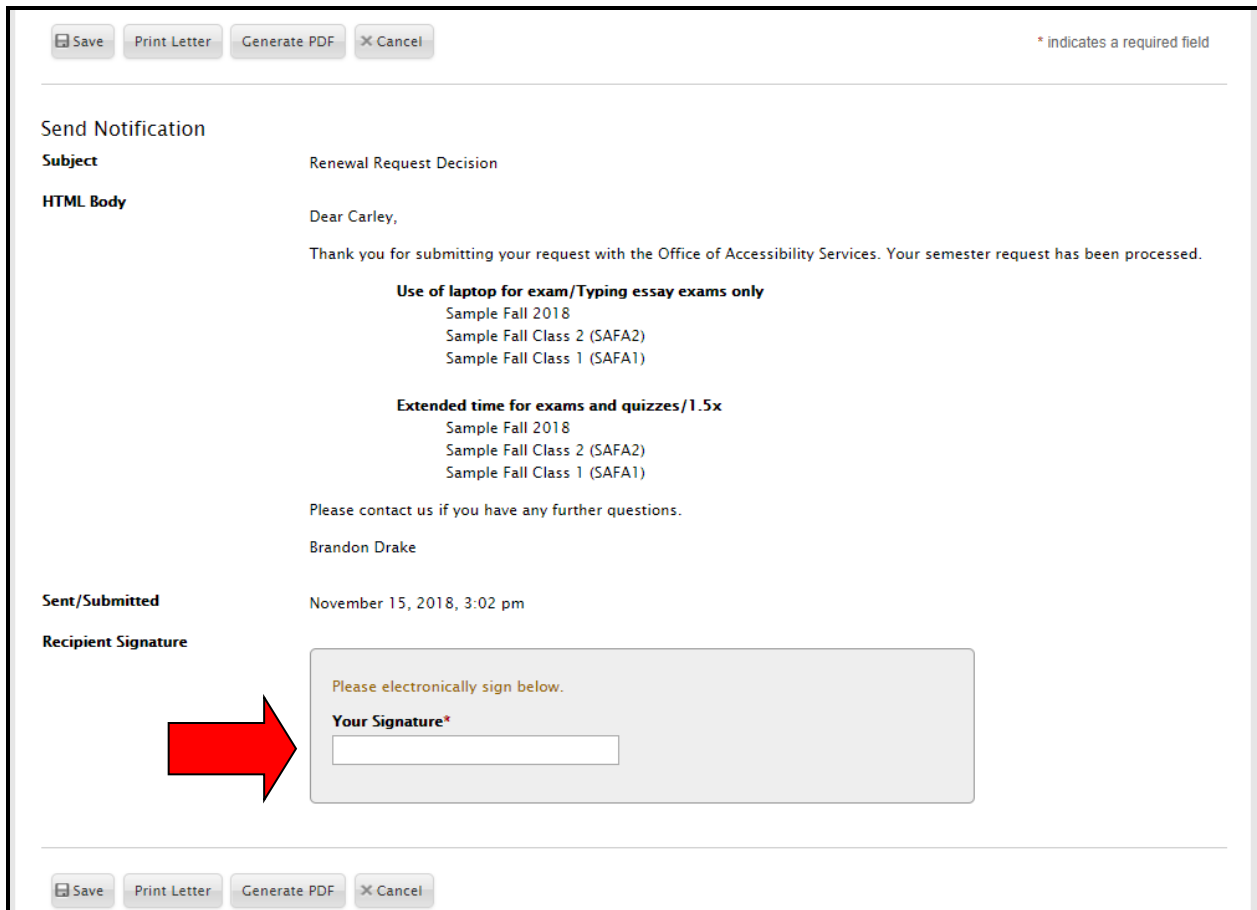
Sent/Submitted to

Items 1-3 of 3

Actions	Subject	Accommodation Request	Course	Sent/Submitted	Signature
	Renewal Request Decision	A00012-2018/Carley Prevo	Sample Fall Class 1 (SAFA1)	November 15, 2018, 3:02 pm	Requested
	Accommodation Request - Equipment/Accommodation Delivered	A00006-2018/Kaitlin Yoshimura	Sample Fall Class 1 (SAFA1)	October 31, 2018, 1:13 pm	Requested
	test	A00001-2018/Carie Astudent	Sample Fall Class 1 (SAFA1)	October 03, 2018, 12:10 pm	Signed

4. Review the approved accommodations and then type your name in the signature box. Some accommodations may refer you to the "Resources" tab, where you can find more information about what the accommodation is and how to provide it. When completed, click Save.

Optional: you have the ability to print these accommodation letters or save them as PDFs using the available buttons if you prefer to store them outside of the system.



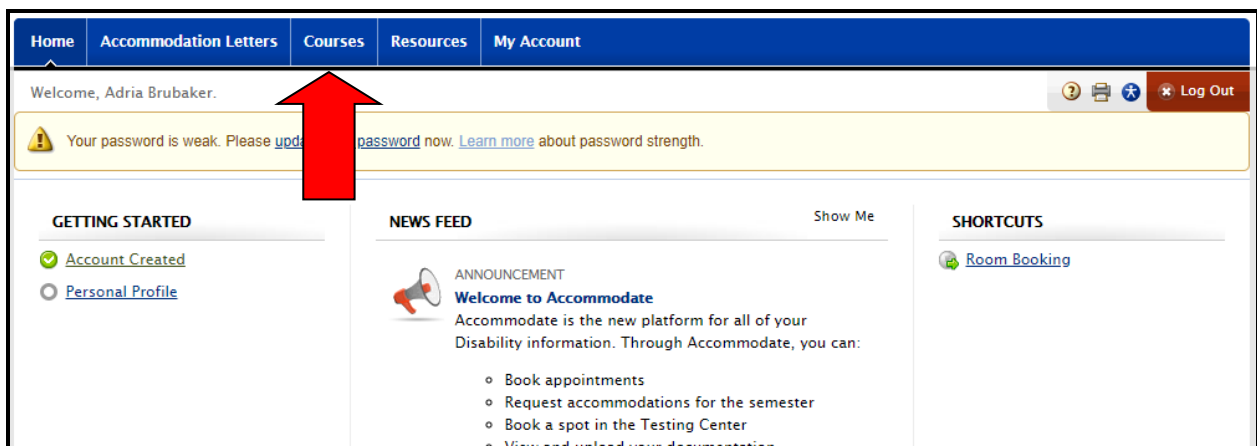
The screenshot shows a web interface for sending a notification. At the top, there are buttons for "Save", "Print Letter", "Generate PDF", and "Cancel". A note on the right says "* indicates a required field". The main content is a "Send Notification" form. The "Subject" is "Renewal Request Decision". The "HTML Body" contains the following text: "Dear Carley, Thank you for submitting your request with the Office of Accessibility Services. Your semester request has been processed." Below this, there are two sections of accommodations: "Use of laptop for exam/Typing essay exams only" and "Extended time for exams and quizzes/1.5x", each with a list of classes (Sample Fall 2018, Sample Fall Class 2 (SAFA2), Sample Fall Class 1 (SAFA1)). The text continues: "Please contact us if you have any further questions. Brandon Drake". The "Sent/Submitted" date is "November 15, 2018, 3:02 pm". The "Recipient Signature" section has a box with the text "Please electronically sign below." and a label "Your Signature*" above an empty input field. A large red arrow points to this input field. At the bottom, there are buttons for "Save", "Print Letter", "Generate PDF", and "Cancel".

5. You're done! You will receive a confirmation email that you have signed the accommodation letter.

ADDITIONAL TIPS

You can now view your entire class roster to see who in your class has accommodations.

1. Click on the "Courses" tab.



The screenshot shows a user dashboard with a blue navigation bar at the top containing "Home", "Accommodation Letters", "Courses", "Resources", and "My Account". The "Courses" tab is highlighted with a red arrow. Below the navigation bar, there is a welcome message "Welcome, Adria Brubaker." and a "Log Out" button. A yellow warning banner states "Your password is weak. Please update your password now. Learn more about password strength." The main content area is divided into three sections: "GETTING STARTED" with links for "Account Created" and "Personal Profile"; "NEWS FEED" with an announcement "Welcome to Accommodate" and a list of actions: "Book appointments", "Request accommodations for the semester", "Book a spot in the Testing Center", and "View and upload your documentation"; and "SHORTCUTS" with a link for "Room Booking".

2. Click the course you are interest in seeing.

The screenshot shows a 'Course Catalog' search page. At the top, there are search filters for 'Keywords', 'Semester', 'Start Date', and 'End Date'. Below these is an 'Apply Search' button. A red arrow points to the search results table, which contains two entries: 'Sample Fall Class 1' (SAFA1) and 'Sample Spring Class 1' (SASP1).

Actions	Title	Code	Start Date	End Date	Start Time	End Time
	Sample Fall Class 1	SAFA1	August 20, 2018	December 21, 2018	9:00 am	10:15 am
	Sample Spring Class 1	SASP1	January 01, 2019	May 10, 2019	9:00 am	11:00 am

3. Click "Enrolled Students".

The screenshot shows the 'Sample Fall Class 1 (SAFA1)' course details page. The 'Enrolled Students' tab is highlighted with a red arrow. The page includes a 'Cancel' button and a 'COURSE INFO' section showing the course was modified on Friday, July 6, 2018, at 4:52 pm.

4. View your entire class roster. The last two columns on the right will indicate if someone needs a note taker and what accommodations they have been approved for.

	Last Name	First Name	Student ID	Major	Email	Class Level	Graduation Date	Note Taker	Accommodations
<input type="checkbox"/>	Waltman	Alease	Test1240	Electrical	awaltman@example.edu	Junior	-	✘	N/A
<input type="checkbox"/>	Hilaire	Armando	Test1238	Media and Cultural Studies	ahilaire@example.edu	Sophomore	-	✘	N/A
<input type="checkbox"/>	Niswonger	Bo	Test1241	Envir Studies & Civic Urbanism	bniswonger@example.edu	Junior	-	✔	Alternative Text Format 1.5x
<input type="checkbox"/>	Mauney	Bryce	Test1239	International Business	bmauney@example.edu	Sophomore	-	✘	N/A
<input type="checkbox"/>	Prevo	Carley	Test1234	Music	cprevo@example.edu	Freshman	-	✘	Typing essay exams only Permission to audio record lecture 1.5x
<input type="checkbox"/>	Astudent	Carlie	Test1243	Business	sevans@symplicity.com	Senior	-	✘	1.5x
<input type="checkbox"/>	Londono	Clark	Test1246	English	clondono@example.edu	Graduate	-	✘	N/A