Requesting Your Accommodations

To utilize your accommodations, log-in to [Accommodate](#) using use your e-ID and password.

IMPORTANT: Through the Accommodate system, you will need to request your accommodations at the start of every semester!

Once you've successfully logged in, click on the second tab marked "Accommodation" and select the option "Semester Request." On the next screen, select the semester for which you are requesting accommodations; a list of your courses for that semester should then appear on the right. Once you select "Review The Renewal," this will give you an opportunity to more selectively pick and choose* which accommodations you intend to use in each individual class. Please remove any accommodations you may not wish to use; under each accommodation, deselect specific classes if the accommodation will not be used in those courses.

*_*** Note: If you have Volunteer Note-Taking or Textbooks In Alternative Formats as accommodations, we would ask that you <u>only select classes in which you intend to use these accommodations</u> in order to better facilitate ACCESS's provision of student accommodations. If you have either accommodation and will not be using volunteer note-takers or alternative textbooks in any classes this semester, select "Remove Accommodation."**_*

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Once again, if you have any questions, please do not hesitate to contact ACCESS!