

Semester Accommodation Requests in Accommodate

student will be sent the following link for access to accommodate <https://udayton-accommodate.symphlicity.com/students/index.php>

User name: is the part of your UD email before the @udayton.edu

Password: is your LDAP used to access porches and email.

The log-in screen shot is to the right and the home screen (below) is what you will see once you have logged-in

UNIVERSITY of
DAYTON **Accommodate**

Sign in

Log In

Please enter your username and password.

Username
(your user name)

Password

Go ▶

Reset

The screenshot shows the top navigation bar with links: Home, Accommodation, Profile, Documents, Resources, Surveys, Events, Testing Room, and Calendar. Below the navigation bar, there is a 'Welcome' message, a 'Your feedback is welcome.' message, a 'NEWS FEED' section with a megaphone icon and the text 'There are currently no announcements or notifications to display.', and a 'SHORTCUTS' section with links: Resource Library, My Activity Summary, Request Accommodation, and Semester Request. A black arrow points to the 'Semester Request' link.

Once you are in the system, you are on the HOME Page (screen shot above). Accommodation Letters are addressed via the “Semester Request” link on the right side. Once you click this link, it will take you to the window below.

The screenshot shows the 'Accommodation' page with the 'Request Accommodation Letters' tab selected. The page includes search filters for Start Date, End Date, and Semester, each with 'Select' and 'Clear' buttons. An 'Apply Search' button is also present. At the bottom, there is a 'Request Accommodation' button with the text 'Items: 1 of 13' next to it. A black arrow points to the 'Request Accommodation' button.

Once you are on the accessibility request testing room page, click on “Request Accommodation Letter” and then

“request accommodations”

Request Accommodation

(near the bottom of the page) which opens up the request window.

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Request Window:

This window will show you a list of all your approved accommodations including classroom, testing, housing and parking.



You have been approved for:

The first step is to select your semester from the drop down list.

Semester

Once you select the semester, you will have a list of your classes. If you made any changes to your classes after the information was submitted to Accommodate, you may see duplicates or classes you have dropped. At this point, don't worry about that as it does not impact the Accommodation Letter Process

At the bottom of this page you will see two options which require you to make some decisions.

Review the Renewal

This step is necessary if you have any housing or parking accommodation OR if you have any classroom and testing accommodations which you DO NOT want to list on your accommodation letter.

Review The Renewal

When you click REVIEW THE RENEWAL, you will have the option to remove accommodations by clicking the button for removal.

Remove Accommodation

This is very important for housing and parking accommodations as they do not belong on the Accommodation Letter for your professors. By removing these unnecessary items, it will also speed up the processing time to receive your accommodation letter. Once you make any necessary changes, you need to click "submit" at the bottom of the page

Submit ▶

Submit for All Accommodations

If all the accommodations are classroom and testing AND you want them ALL on your Accommodation Letter, you can click. This automatically sends a request to the Disability Services Mailbox for your Accommodation Letter. You are now finished with the request process.

[Submit For All Accommodations ▶](#)