



Accommodate: Student Guide

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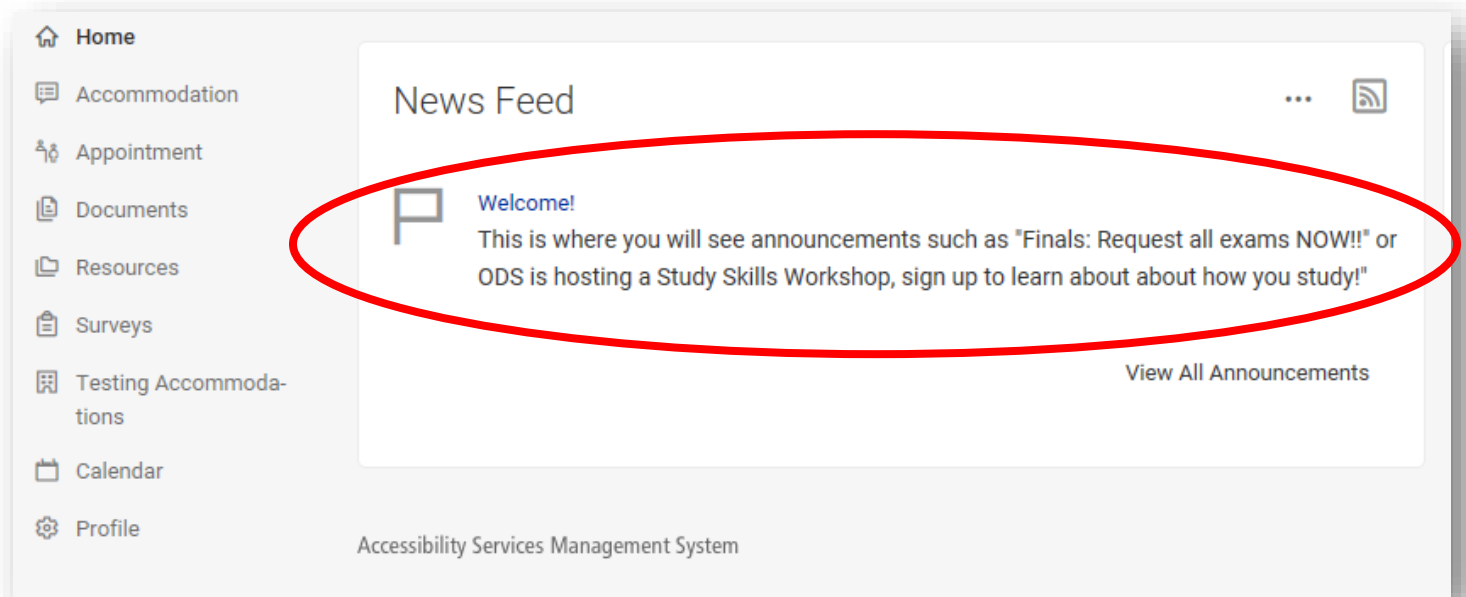
Logging into Accommodate: Using your MMC information, log into the student portal of Accommodate by visiting: <https://shibboleth-mmm-accommodate.symplcity.com/sso/>

Or, visit the **Resource** page of The Disability Services page on the MMC website. Please note that this link cannot be made a bookmark. We suggest you make the Resource page a bookmark on your browser.

If you see a message about “Contact Administrator” or “Bad Gateway”, please clear your history, cache, and cookies and try again. If you are still having technical issues, please contact Lauren Kilian at lkilian@mmm.edu.

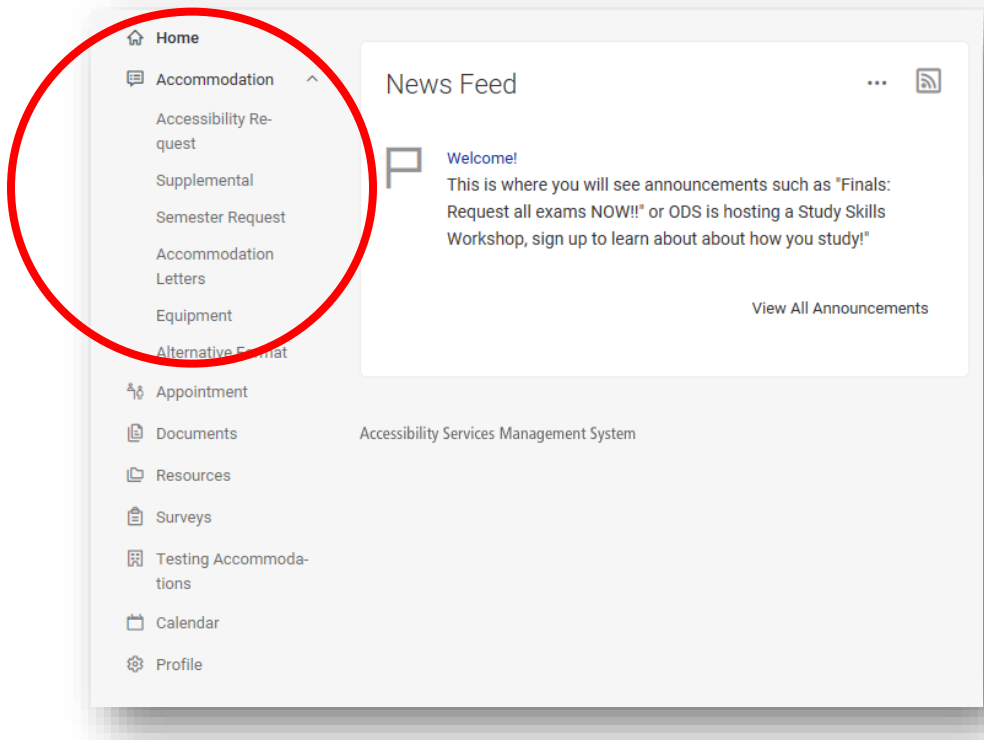
Once logged in you will see:

Home Page: This is where announcements will be posted. For example, when midterms come around, I will put up an announcement telling you to “make sure you request your testing accommodations”.



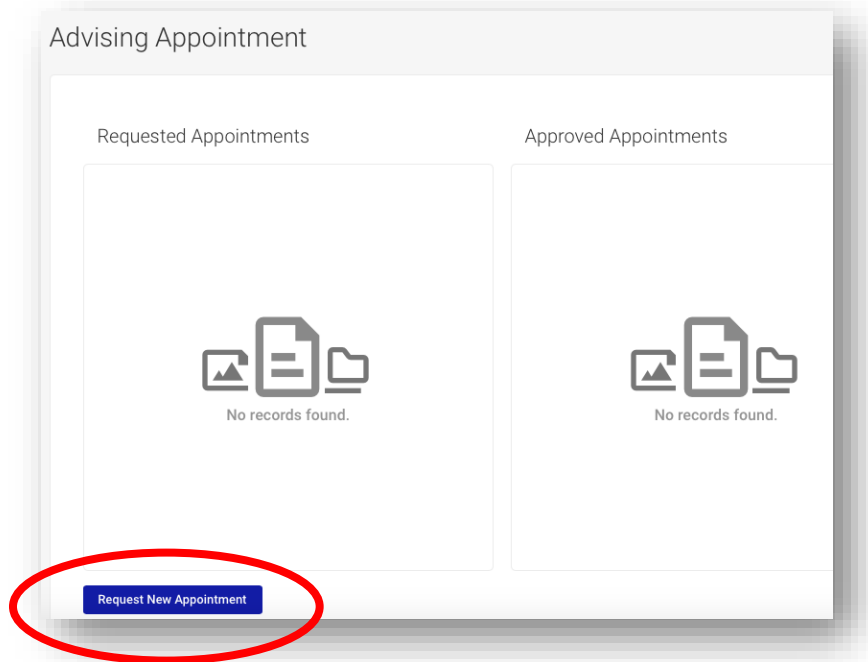
How to Navigate the Accommodate Portal

Accommodation: You will be able to request additional accommodations or your semester requests, as shown below. To view a guide on how to submit your semester request, please see the [Semester Request Guide](#), found on the “Eligible Accommodations” section of the Office of Disability Service Website.

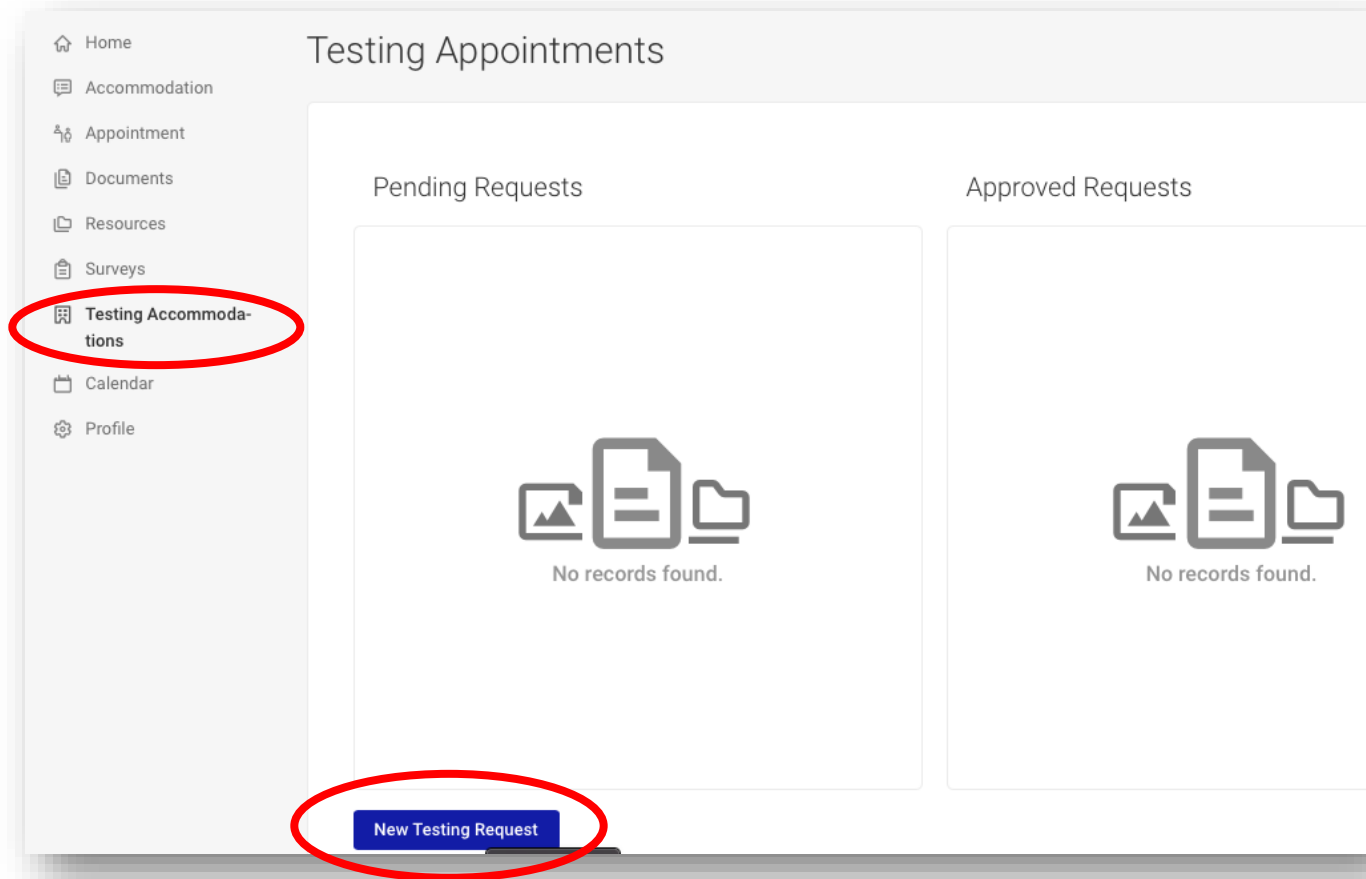


Appointment: This is where you can request to meet with Lauren Kilian or other members of the Disability Services team. Instead of emailing back and forth to see when timing fits for the meeting to occur, the staff will have their updated schedule on Accommodate so you can be sure to meet with them when it works best for you.

For an appointment with Lauren Kilian, select Office of Disability Services (Nugent 353) as the location. For any assistive technology related meetings or trainings, select Adaptive Technology (Nugent 353) to meet with the Adaptive Technologist.



Testing Accommodations: This is where you will request your testing accommodations, including extended time. You will choose what class you would like testing accommodations for, and it will automatically update with the extended time you are eligible for. Our office will receive this request, notify the professor, and will allocate this accommodation. You will take the exam with us in Nugent 353 and our office will send the completed exam back to the professor.

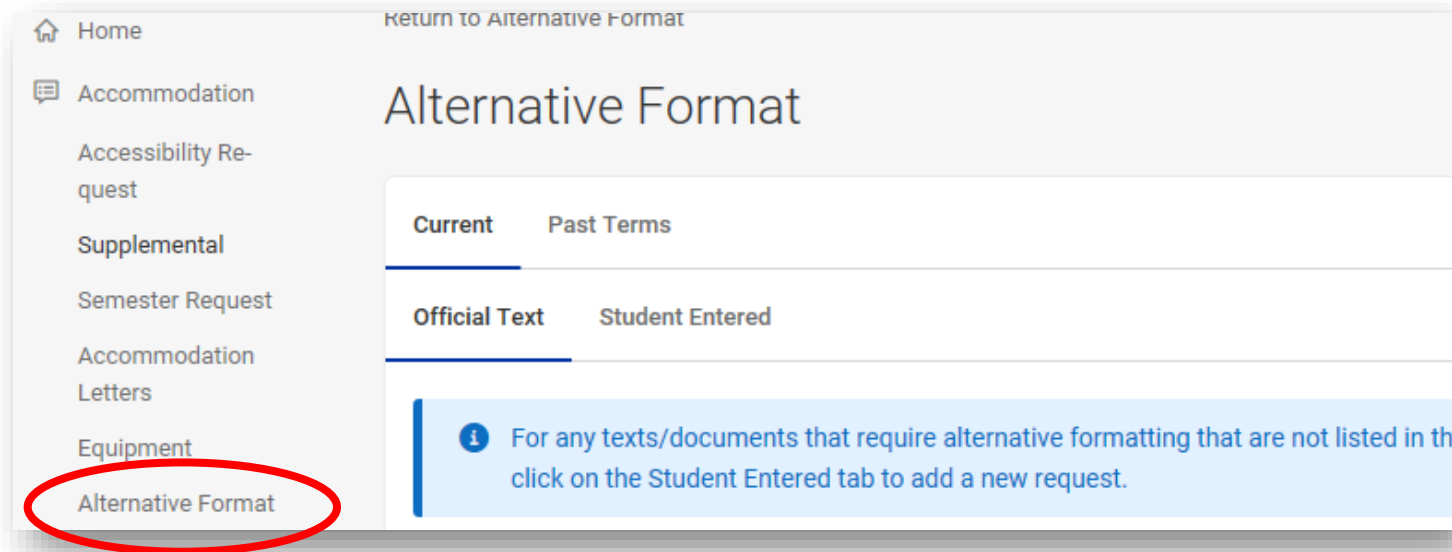


Testing Accommodations need to be requested no later than 1 week prior to the exam and for each exam!

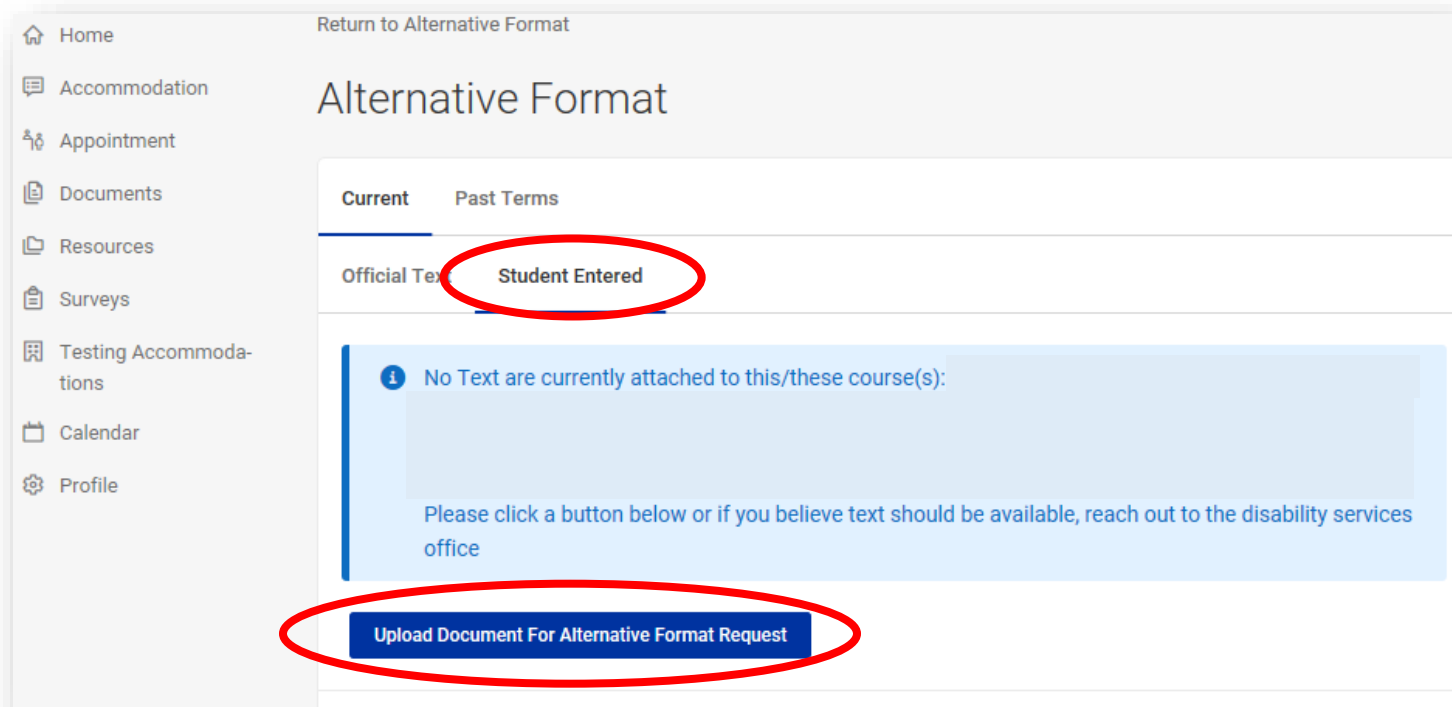
How to request testing accommodations:

1. Choose the class you need to request testing accommodations for. You will be able to pick the date of exam and the time. Click on the time slot which matches your regular class time. Choose the building "Office of Disability Services".
2. Once you select a time, fill in the details about the exam.
3. You then will be able to check off additional accommodations within testing that you would like to have for the exam.
4. ODS will obtain the exam from the professor.
5. Please come to Nugent 353, Office of Disability Services, at your scheduled time. We are located inside the library. Please be prompt and prepared.

Alternative Format: If you would like to request course materials in an alternative format, follow the steps below – first, click on “Accommodation” on the Home screen. “Alternative Format” will be the last option in the dropdown menu.



Enter a request for an Alternative Format text: MMC does not automatically upload texts to “Official Text”; please click on “Student Entered”, then “Upload Document for Alternative Format Request”:



Fill in the form (if you do not have the ISBN, please put N/A in that box, as this is a required field):

Return to Alternative Format | Return to list (Alternative Format)

[new record]

* indicates a required field

ISBN *

Title *

Author

Description

Select the appropriate semester:

Semester *

Select “Course” and “Requested Type of Alternative Text” from each dropdown menu. Here, you also may upload files/attachments. *Please note **you do not need to provide proof of purchase**. You may leave that field blank.

Course *

Proof of Purchase

Document Information

File
Maximum file size: 2048kb
Browse...

Alternative Format Requests *

Requested Types of Alt Text *

Attachment

Add New

Remove Request

Request Additional Alternative Format

Submit Save Cancel

Click “Submit” once the entire form is complete.

If you have any questions or need assistance with this form, please contact the Office of Disability Services, at disabilityservices@mmm.edu.