



ACCOMMODATE - UNH STUDENT GUIDE

WHAT IS ACCOMMODATE?

Accommodate is an accommodation management system that will help you easily request and manage your accommodations, as well as effectively interact with Student Accessibility Services (SAS).

WHERE CAN YOU START?

1. **Register with SAS** - If you have not registered with SAS, get started by completing the Student Accommodation Request form
2. **Explore Accommodate** - Explore the Accommodate tutorials on the SAS Website or contact SAS directly
3. **Send a Semester Request** - If you are approved for accommodations, login and send your Semester Request



**REGISTER BY COMPLETING A
STUDENT ACCOMMODATION
REQUEST**



**ACTIVATE YOUR ACCOMMODATION
LETTERS WITH A SEMESTER
REQUEST**



SUBMIT DOCUMENTATION



**VIEW AND SIGN ACCOMMODATION
AND OTHER SAS LETTERS**



**REQUEST ACCOMMODATION
MODIFICATION**



MANAGE YOUR EQUIPMENT



VIEW SUPPLEMENTAL PEER NOTES

Login to get started: <https://unh-accommodate.symplicity.com/>

REGISTER BY COMPLETING A STUDENT ACCOMMODATION REQUEST



What Steps Do You Need to Take to Register with SAS?

All students requesting accommodations at UNH have to complete three key steps:

1. Register with SAS
2. Submit Documentation
3. Meet with SAS

To register with SAS, you (the student) need to complete the Student Accommodation Request. Within this form you will provide information about:

- Your general information
- Your disability/disabilities and impact of the conditions
- The accommodations you are requesting

The information included will help SAS understand the request and create an accommodation record within Accommodate.

How to Complete the Student Accommodation Request Form

The Student Accommodation Request form is available at:

https://unh-accommodate.symplicity.com/public_accommodation/



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ACTIVATE YOUR ACCOMMODATION LETTERS WITH A SEMESTER REQUEST



What is a Semester Request?

When you want to share your accommodations with your instructors, you need to create a "Semester Request". Within the request you can either:

- "Submit for All Accommodations" - This submits all accommodations to all courses
- "Review the Request" - This allows you to customize which accommodations are sent to each course

Once you have submitted the request, SAS will review the request and send your accommodation letters to instructors. Instructors can then view your letters right within their Accommodate portal.

Please remember, that you need to create a new "Semester Request" **EACH** semester.

How to Create a Semester Request

Accommodate allows you to easily request your accommodation letters each semester.

Once in the system, click:

1. Accommodation > Semester Request > Add New
2. Choose the appropriate semester
3. Either "Submit for All Accommodations" (*submits all accommodations to all courses*) or "Review the Request" (*allows you to customize what accommodations are sent to courses*)

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SUBMIT DOCUMENTATION



What Documentation is SAS Looking For?

Submitting documentation is an important step in the accommodation process. Documentation assists SAS in understanding the condition, functional impact, and possible accommodations. SAS uses documentation to help determine which accommodations are reasonable.

Documentation can take many forms depending on the student's condition, but generally documentation submitted includes:

- Provider completion of the Provider Verification Form (this is the preferred pathway)
- Letters of support from providers
- Submission of reports or testing related to the condition

How to Submit Documentation

Once you are registered, you can easily upload documentation.

Once in the system, click:

1. Accommodation > Documentation > Add New Accessibility Document
2. Create a document title, upload the file/drag the file into the upload box, and share a short description
3. Click Submit

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VIEW AND SIGN ACCOMMODATION AND OTHER SAS LETTERS



What Letters Can You Access within Accommodate?

There are few different types of letters that SAS might send through Accommodate. Letters are sent to document an official step in the accommodation process. Letters most commonly include:

- Accommodation approval letter
- Accommodation letters for courses
- Insufficient documentation letter

Please note that letters in Accommodate are not intended to replace email or other types of communication. Students are encouraged to check their UNH email account frequently.

How to View and Sign Letters

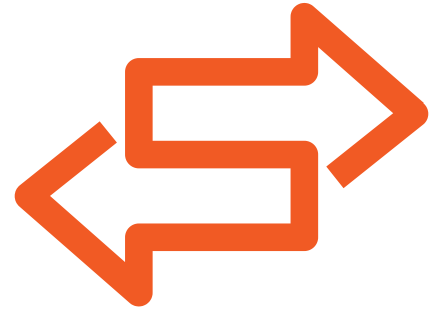
Accommodate allows you to easily view and sign your accommodation letters each semester.

Once in the system, click:

1. Accommodation > Letters
2. Choose the letter you want to view, sign, or download
3. If you are signing a letter, scroll to the bottom of the letter, type your name, and click Save

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REQUEST AN ACCOMMODATION MODIFICATION



When Might Students Request Accommodation Modifications?

Students' needs don't follow a semester schedule. Students' conditions change and, therefore, accommodation needs can and do change too. If you would like to request new or modified accommodations, you can complete a modification request within Accommodate. Requests to modify accommodations can also be discussed directly with SAS, but we encourage you to create a request in Accommodate as a first step.

Please note that requests are not automatically approved. All modification requests are reviewed through an interactive accommodation process. Because of this, SAS may ask for additional documentation or request a meeting to discuss the request.

How to Request an Accommodation Modification

Requests for accommodation modifications can be initiated directly with SAS or can be completed through the Modify Accommodations option in Accommodate.

Once in the system, click:

1. Accommodation > Modify Accommodations > Add New
2. Share information about your condition and the accommodations you are requesting
3. Click Submit

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MANAGE YOUR EQUIPMENT



What Types of Equipment Does SAS Provide?

Students use a wide range of different technology and equipment. While students are still expected to purchase devices for personal use, there are some technology and equipment that are accommodation specific.

Most commonly SAS can assist students with things like:

- SmartPens
- Recorders
- Assistive Listening Systems

If you would like to discuss equipment or Assistive Technology (AT), please contact SAS directly.

How to Manage Your Equipment

Accommodate allows you to view the equipment you have been assigned, check on due dates, and see if you have returned the equipment.

Once in the system, click:

1. Accommodation > Equipment
2. Click on the specific equipment for more details. If there are questions about the details, please contact SAS directly.

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VIEW SUPPLEMENTAL PEER NOTES



Who Has Access to Notes in Accommodate?

Students who are approved for Supplemental Peer Notes as an accommodation can access their notes directly from their peers within Accommodate. Peer notetakers anonymously submit notes, and students can then download the notes within the "Note-Taker Network".

Not all students will see the Note-Taker Network option available within Accommodate. Students will only see the "Note-Taker Network" option if a student is:

- Approved for supplemental peer notes by SAS
- Assigned as a peer notetaker

If you should have access to the Note-Taker Network but do not, please contact SAS directly.

Accessing Supplemental Peer Notes

The "Note-Taker Network" allows students to quickly and easily view notes from peer notetakers.

Once in the system, click:

1. Note-Taker Network
2. Find the notes entry and download the peer notes
3. Optional - filter the results by semester or course or search by keyword

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