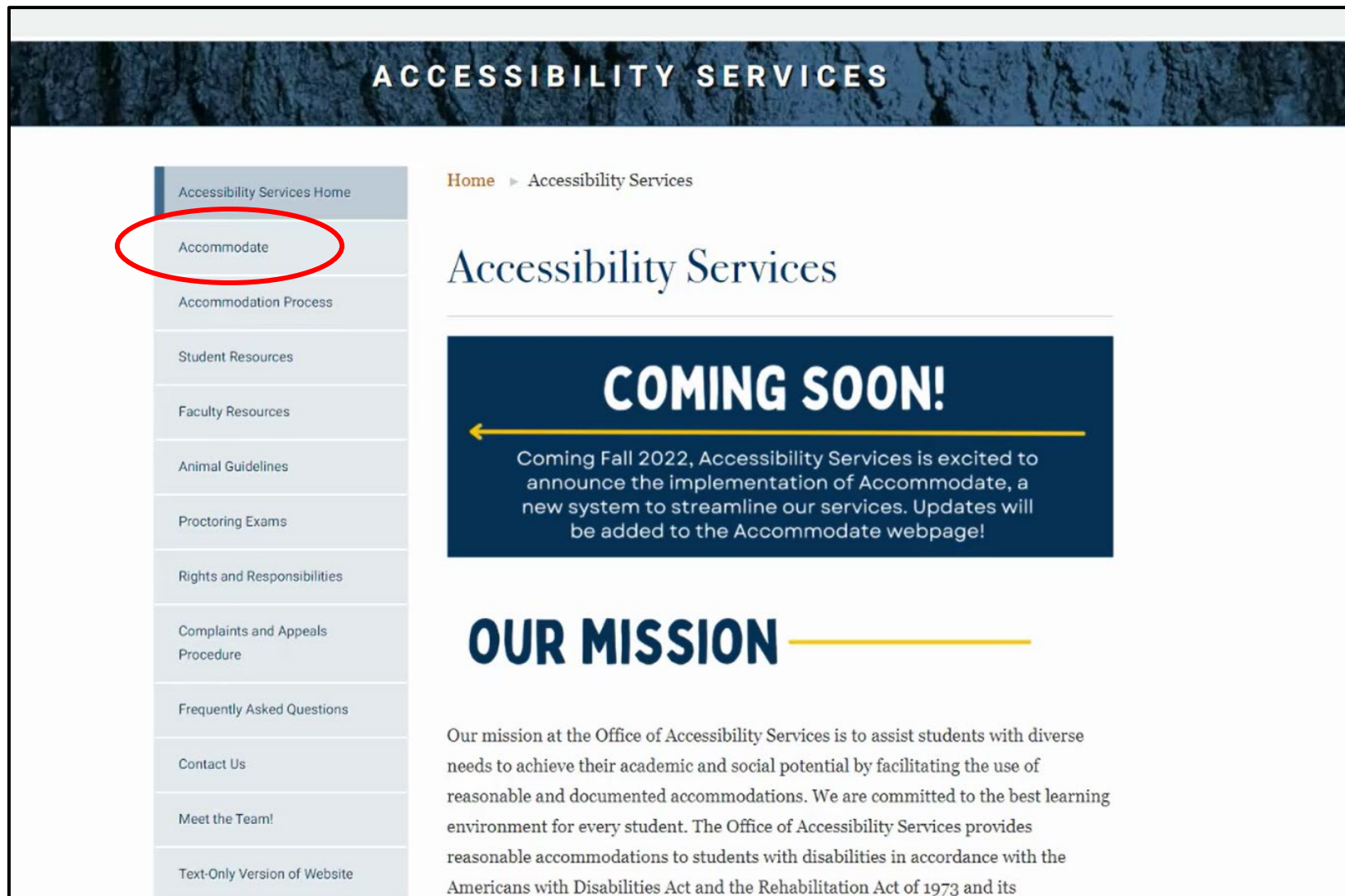


Completing a Semester Request

Step 1: From the Accessibility Services homepage, click on the Accommodate Tab



The screenshot shows the Accessibility Services website. At the top, there is a dark blue header with the text "ACCESSIBILITY SERVICES" in white. Below the header is a navigation menu with the following items: Accessibility Services Home, Accommodate (circled in red), Accommodation Process, Student Resources, Faculty Resources, Animal Guidelines, Proctoring Exams, Rights and Responsibilities, Complaints and Appeals Procedure, Frequently Asked Questions, Contact Us, Meet the Team!, and Text-Only Version of Website. To the right of the navigation menu, there is a breadcrumb trail: Home > Accessibility Services. Below the breadcrumb trail is the main heading "Accessibility Services". A large dark blue banner with white text reads "COMING SOON!" with a yellow arrow pointing left. Below the banner, there is a paragraph: "Coming Fall 2022, Accessibility Services is excited to announce the implementation of Accommodate, a new system to streamline our services. Updates will be added to the Accommodate webpage!". Below this is the heading "OUR MISSION" with a yellow line to its right. At the bottom, there is a paragraph: "Our mission at the Office of Accessibility Services is to assist students with diverse needs to achieve their academic and social potential by facilitating the use of reasonable and documented accommodations. We are committed to the best learning environment for every student. The Office of Accessibility Services provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973 and its".

Step 2: Click on the Accommodate homepage link

ACCESSIBILITY SERVICES

- Accessibility Services Home
- Accommodate - Students**
- Accommodation Process
- Student Resources
- Faculty Resources
- Emotional Support Animals
- Proctoring Exams
- Frequently Asked Questions
- Rights and Responsibilities
- Complaints and Appeals Procedure
- Contact Us
- Meet the Team
- Text-Only Version of Website
- Student Affairs

[Home](#) ▶ [Accessibility Services](#) ▶ [Accommodate - Students](#)

Accommodate – Students

Accommodate is the portal for requesting accommodations, proctoring services for students and faculty, checking out equipment, communicating with the Accessibility Services office, and much more. Please see below on how to get started with Accommodate!



**CLICK HERE TO LOG
INTO ACCOMMODATE**

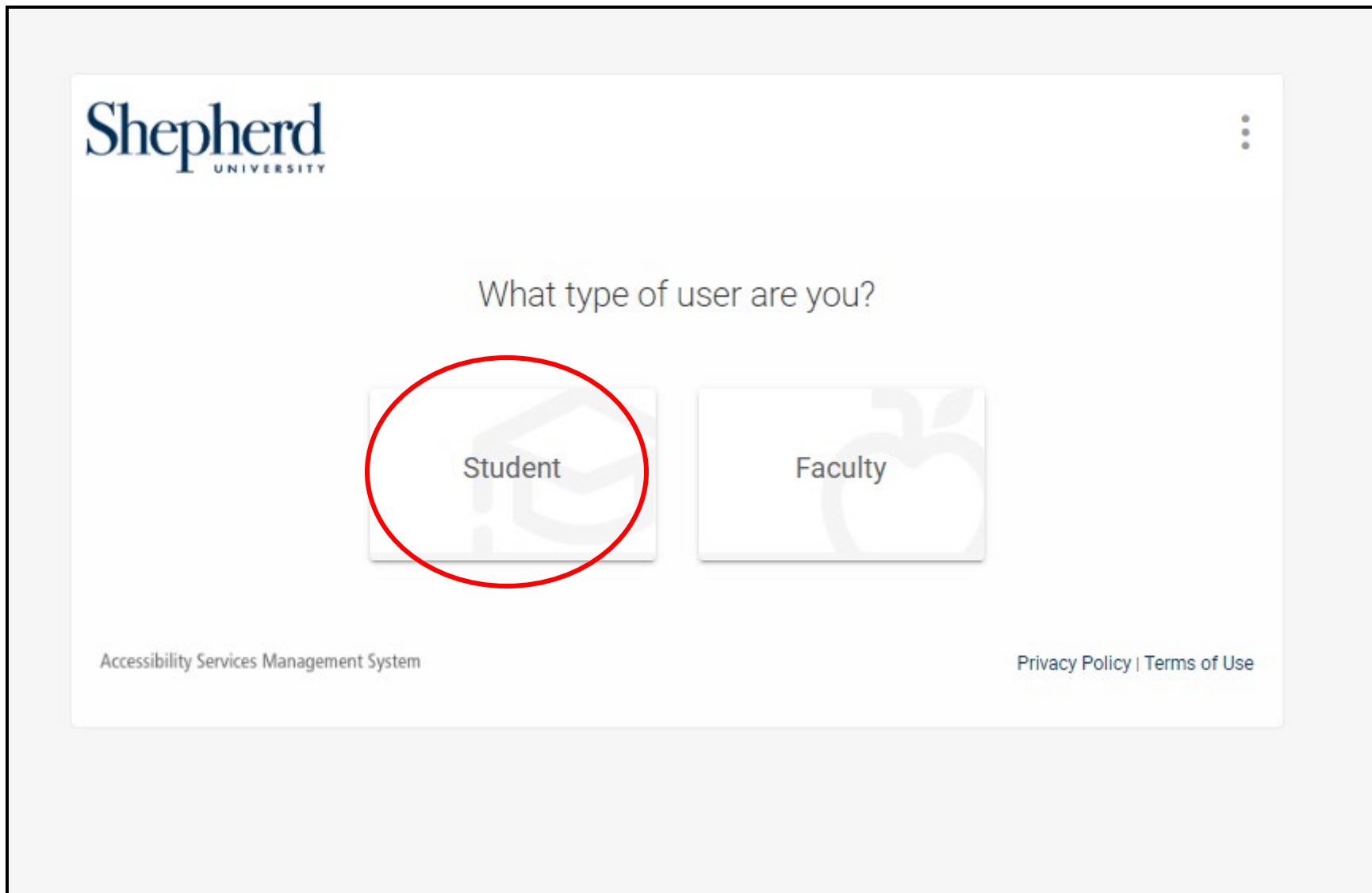
[Click here for more information on the accommodations process and to find the application.](#)

ACCOMMODATE FOR STUDENTS


Students are responsible for the following:

- Completing a Semester Request to use their accommodations at the beginning of

Step 3: Click on the Student User box



Step 4: Log in using your Shepherd credentials



Shepherd
UNIVERSITY

Sign in with your organizational account.

Sign in

Step 5: Click Accommodations, then click on Semester Request

Shepherd UNIVERSITY

Home

Accommodation

Accessibility Request

Supplemental

Semester Request

Accommodation Letters

Equipment

Appointment

Documents

Resources

Surveys

Calendar

Profile

News Feed

Shortcuts

- > Document Libra
- > My Activity Sum

Semester Requests

It is your responsibility to submit a **Semester Request** for each semester that you are using your accommodations. Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester.

To submit a semester request: Select Accommodation > Select Semester Request > select add new > select the semester > select submit for all OR select review to select which courses you want to utilize accommodations

- **Please note:** once a semester request is submitted, a copy of your letter will be sent to your faculty to review via Accommodate.
- Please note: if you add a new class after submitting a semester request, you will need to submit a new request in order for letters to be sent to your new faculty.

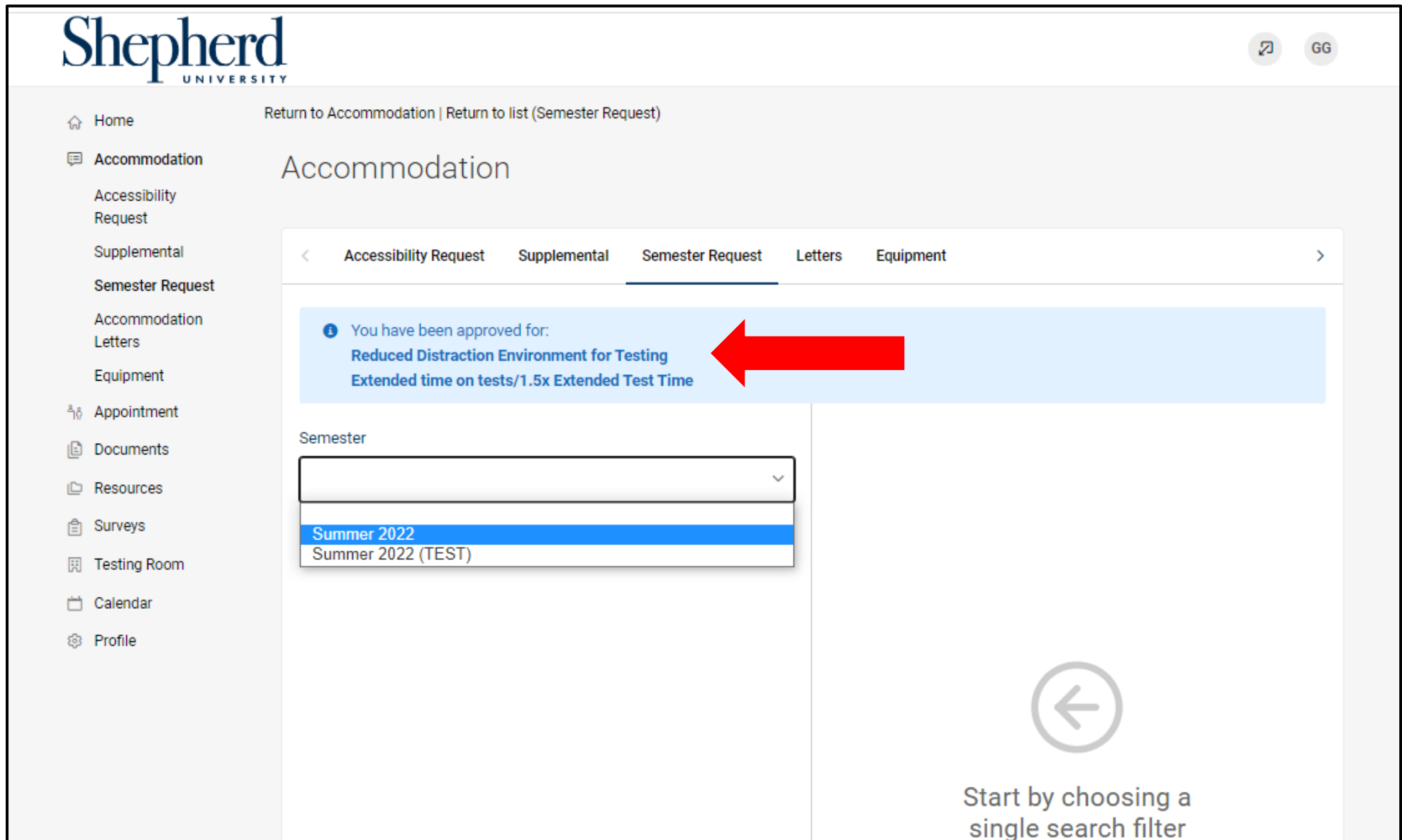
[View All Announcements](#)

Accessibility Services Management System

Step 6: Click the “Add New” button

The screenshot displays the Shepherd University website interface. At the top left is the Shepherd University logo. Below it is a navigation menu with items: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and includes a breadcrumb trail: 'return | Return to list (Accommodation)'. Below the breadcrumb is a sub-navigation bar with tabs: 'Accessibility Request', 'Supplemental', 'Semester Request' (which is active), 'Letters', and 'Equipment'. Under the 'Semester Request' tab, there is a 'Semester' dropdown menu. Below the dropdown are two buttons: 'Apply Search' and 'Add New'. The 'Add New' button is circled in red. At the bottom right of the page, there is a faint icon of a stack of papers.

Step 7: Your approved accommodations will appear at the top. Click the dropdown and select the semester you are requesting to use your accommodations



The screenshot displays the Shepherd University Accommodation portal. At the top left is the Shepherd University logo. The main header area includes navigation links: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, and Equipment. A secondary navigation bar contains: Accessibility Request, Supplemental, Semester Request (highlighted), Letters, and Equipment. A blue notification banner states: "You have been approved for: Reduced Distraction Environment for Testing, Extended time on tests/1.5x Extended Test Time". A red arrow points to this notification. Below the notification is a "Semester" dropdown menu with options: Summer 2022 (highlighted) and Summer 2022 (TEST). At the bottom right, there is a circular arrow icon and the text: "Start by choosing a single search filter".

Step 8: Your classes for that semester will appear on the right. Click “Submit for All”

The screenshot displays the Shepherd University Accommodation portal. At the top left is the Shepherd University logo. The main header area includes navigation links: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, and Equipment. A secondary navigation bar shows: Accessibility Request, Supplemental, Semester Request (selected), Letters, and Equipment. A blue notification banner states: "You have been approved for: Accessible Classroom". Below this is a "Semester" dropdown menu currently set to "Summer 2022 (TEST)". To the right of the dropdown are two buttons: "Submit For All Accommodations" (highlighted with a red circle) and "Review The Renewal". The main content area on the right lists classes with their IDs and dates:

- Ethics of the Internet**
ETH02
Starts May 16, 2022
Ends August 05, 2022
- Media Relations**
MR01
Starts May 16, 2022
Ends August 05, 2022

A message will appear stating that your semester request has been completed. You will receive an email from Accessibility Services when your semester request has been approved. Once approved, your accommodations letter will be sent to all of your professors.

The screenshot displays the 'Accommodation' section of the Shepherd University student portal. The page title is 'Accommodation' and the breadcrumb trail is 'Return to Accommodation | Return to list (Accommodation)'. The left sidebar contains navigation links: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area has tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', 'Letters', and 'Equipment'. The 'Semester Request' tab is active. A blue notification banner at the top of the main content area contains the message: 'Semester Request for all accommodations with all courses is completed.' A red arrow points to this message. Below the notification is a search filter for 'Semester' with a dropdown menu and an 'Apply Search' button. At the bottom, there is an 'Add New' button, '3 Results', and sorting options: 'SORT BY: Date Needed' and 'Showing 20'.

ty.com/students/index.php?tabmode=list&tab=semester_request&s=accessibility_request&submit_all_courses=1&student_id=f959132151e6191939c301f446696d88&semester=10d9f318c65f2

Shepherd UNIVERSITY

Return to Accommodation | Return to list (Accommodation)

Accommodation

Accessibility Request Supplemental Semester Request Letters Equipment

Semester Request for all accommodations with all courses is completed.

Semester

Apply Search

Add New 3 Results SORT BY: Date Needed Showing 20

Permission to Record Class Lectures
Spring 2022 (TEST)
Courses: Statistics (STATS), Probabilities (PROB)