# CT STATE
COMMUNITY COLLEGE

Request to Send Accommodation Letters to Professors Through *Accommodate* Website

Accommodate will provide you with a dashboard of information on your registered classes, approved accommodations and more. It also allows you to make accommodation letter requests each semester.

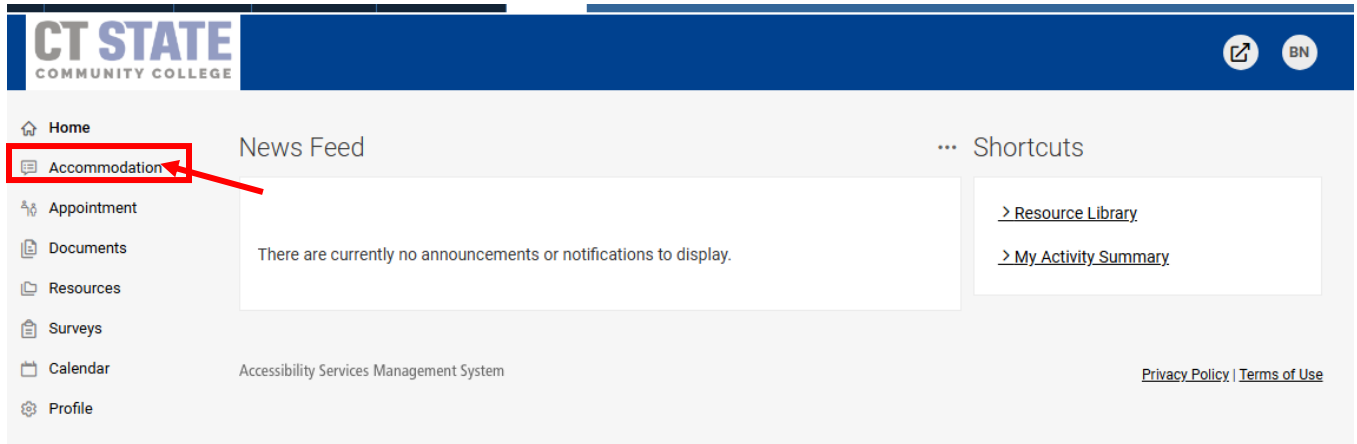**Website:** https://ctstate-accommodate.symplicity.com

1. Click on the "Student" user to begin. Log in with your NetID and password to access *Accommodate*.
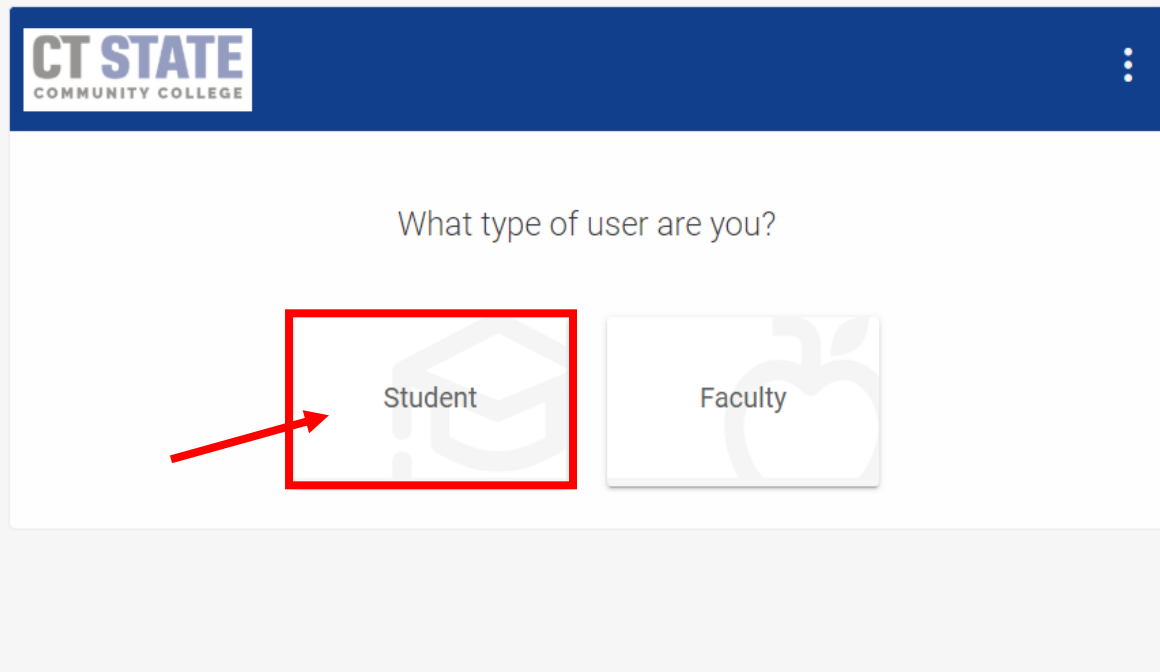
Student *Accommodate* portal should look like the picture below once logged in.
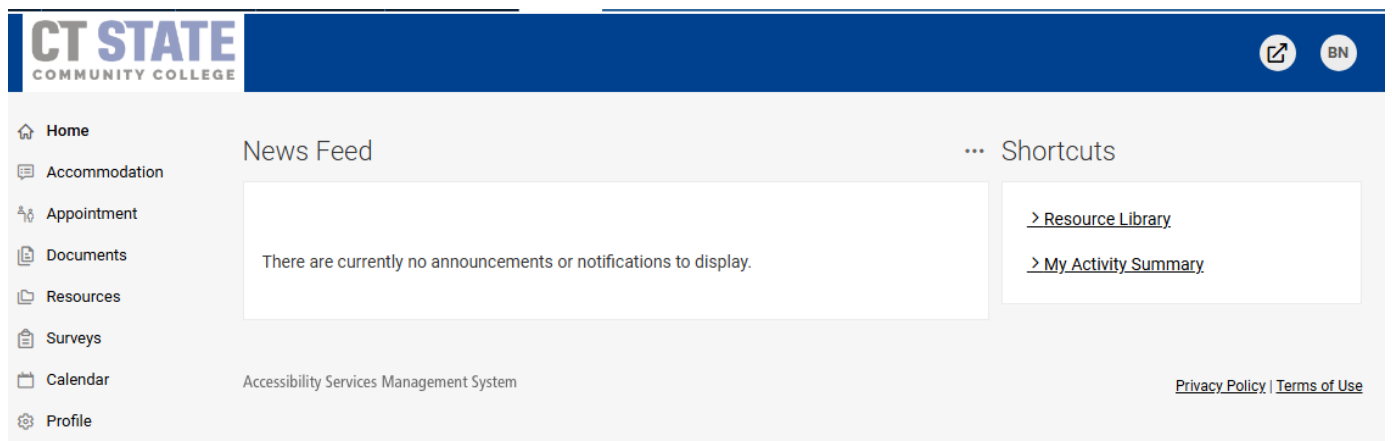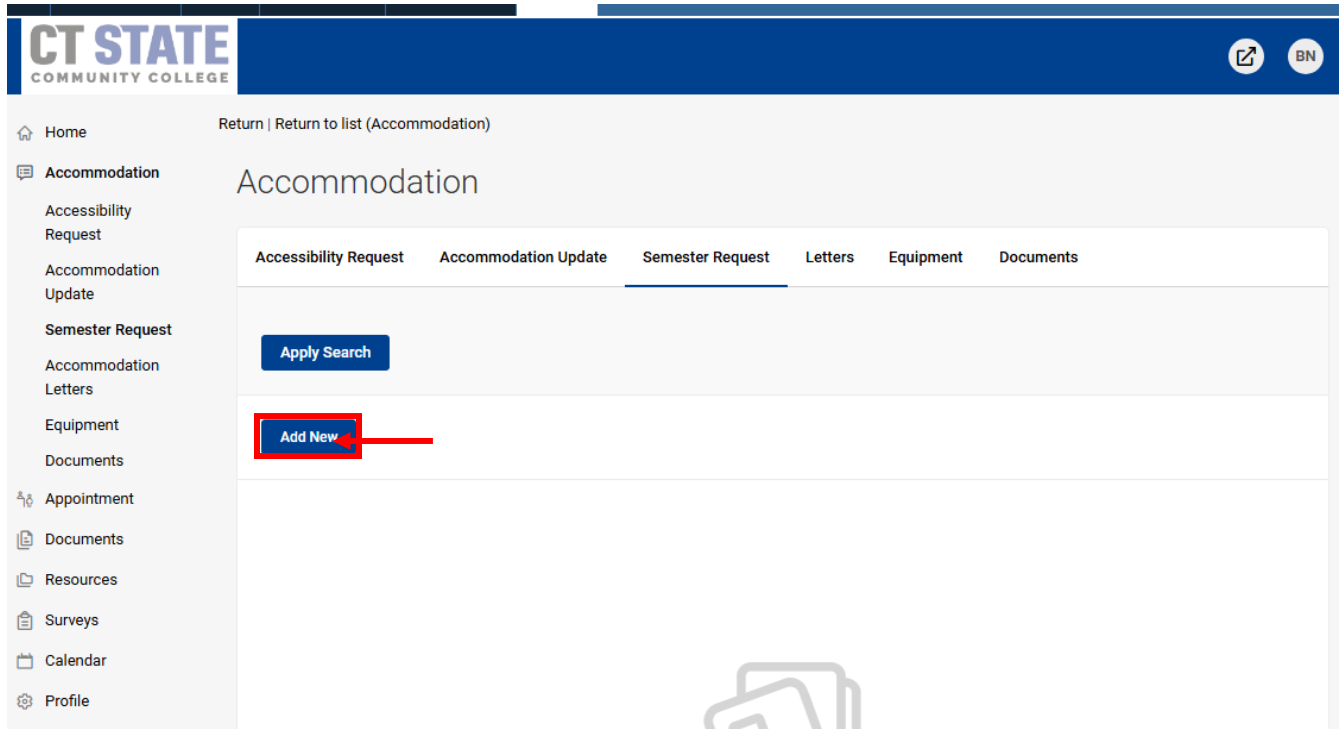
2. Click the "Accommodation" tab on the left side of the page. A drop-down menu will be launched.

3. Click "Semester Request" from the drop-down menu. This is where you request your accommodation letters.
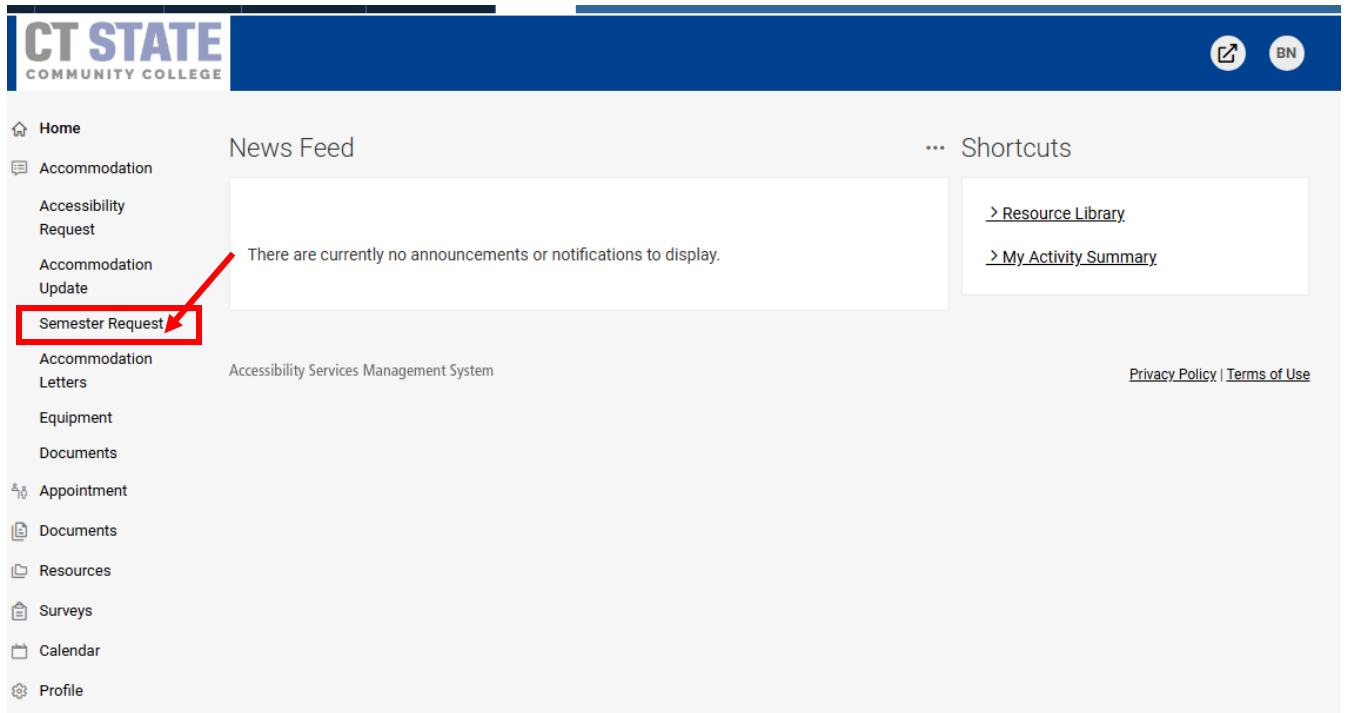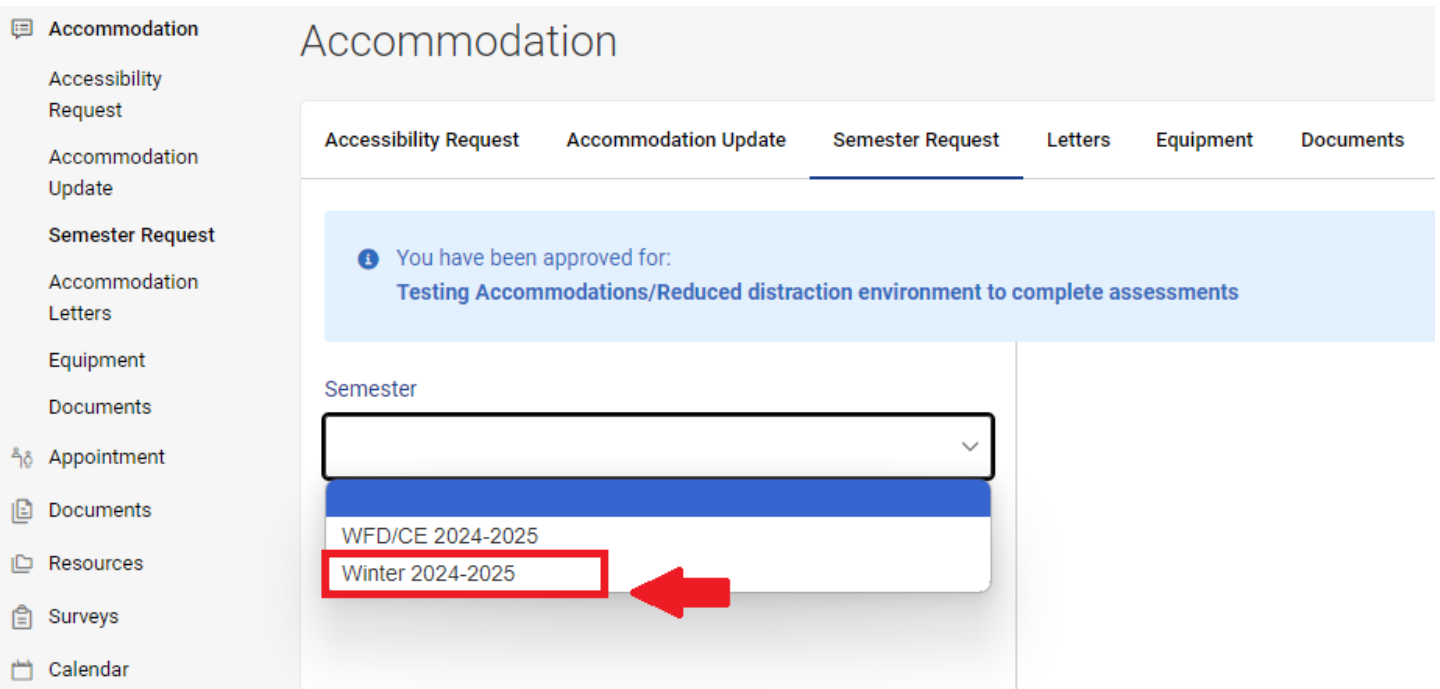
4. Click "Add New"

5. From the drop-down menu: Select the semester for which you are requesting letters.
   - Light blue box is a list of approved accommodations from previous semesters.
   - All the classes are listed on the right side of the screen below the label that says, "Submit for All Accommodations."

6. Click "Submit for All Accommodations" **or** "Review the Renewal."
   - Review the Renewal: To be selective regarding which professor(s) receive accommodations.
   - Submit For All Accommodations: To send the accommodation(s) to all your professors.

7. If you chose "Review the Renewal" select which accommodations go to which professors. Include any other relevant notes. Click submit when your request is complete.

The request has been sent to your ODAS provider. You will receive an email when your request has been approved and sent to your professors. Remember it is always important to discuss your accommodations directly with your professors as soon as possible.