

Directions for Submitting a Semester Request via Accommodate

1. Login to Accommodate using the following link: <https://shibboleth-duke-accommodate.symplicity.com/sso/>
2. This will take you to the Duke authentication webpage. Please enter your Net ID (i.e., jm224) and password. It will then take you back to the Accommodate homepage.
3. Click the 3-bar menu at the top left of your screen; or if you do not see the 3-bar menu, then you should see a list of options.
4. Click "**Accommodation**".
5. Scroll down and click on "**Semester Request**" and then click "**Apply Search.**"
6. Click on "**Semester**" and select the appropriate semester and year.
7. Click on the "**Add New**".
8. On the new screen, select the correct semester again, and all of the classes that you are currently enrolled in will populate.
9. Click on "**Review the Renewal**", please **do not** click "Submit for All Accommodations":
 - A. You will then ***individually select which accommodations you want in a particular class.*** For example, you may have the accommodations of extended test time and a note-taker, but one of your classes will not have any tests, but you still would like to implement your note-taker accommodation in that particular class.
 - B. **To only select certain accommodations for certain classes, *unselect*** any classes that you ***do not*** wish to have that accommodation implemented, making sure that the classes you do want the accommodation in are still selected.
 - C. You will need to "remove" any accommodation that you do not wish to request (remove housing accommodations, or other accommodations that are not related to academics, including priority registration).**If your accommodation is not listed, click "Request Additional Accommodation", and the accommodations should populate in a new window. Select each accommodation you wish to request.
 - D. When you have chosen the accommodations that you wish to request and removed any other accommodations you do not want to request, click "**Submit**" at the end of the page.

Directions for Submitting a Semester Request via Accommodate

10. Once you have submitted your semester request, your case manager will review and approve your requests. *Please note that this process may take up to 7-10 business days due to high volume times such as the beginning of the semester.*
11. You will receive an email from Accommodate confirming the submission of your semester request.
12. You will see that your request has been submitted on your “semester request” home page.
13. Your case manager will send you an email when your request is reviewed and approved. This email will be your Professor Accommodation Letter, and it will include instructions for you at the top of the letter. This letter will also be available to you on Accommodate under “Letters”. *Please check your spam folder if you do not receive this letter and mark the email as not spam. **If you do not receive this email within a couple of hours, email your case manager immediately.***
14. Once your case manager approves your request, you will see “**Approved**” beside your requested accommodation under the “*Semester Request*” tab.
15. It is then *your responsibility* to forward this email to your professors and request a time to meet and discuss the implementation of your accommodations.
16. You can click on “Accessibility Letters” under the “Accommodations” menu and see the Professor Accommodation Letter sent to you. You may print the letter or create a PDF from this screen.
17. **If you have any difficulty submitting your semester request, reach out to your case manager immediately.**