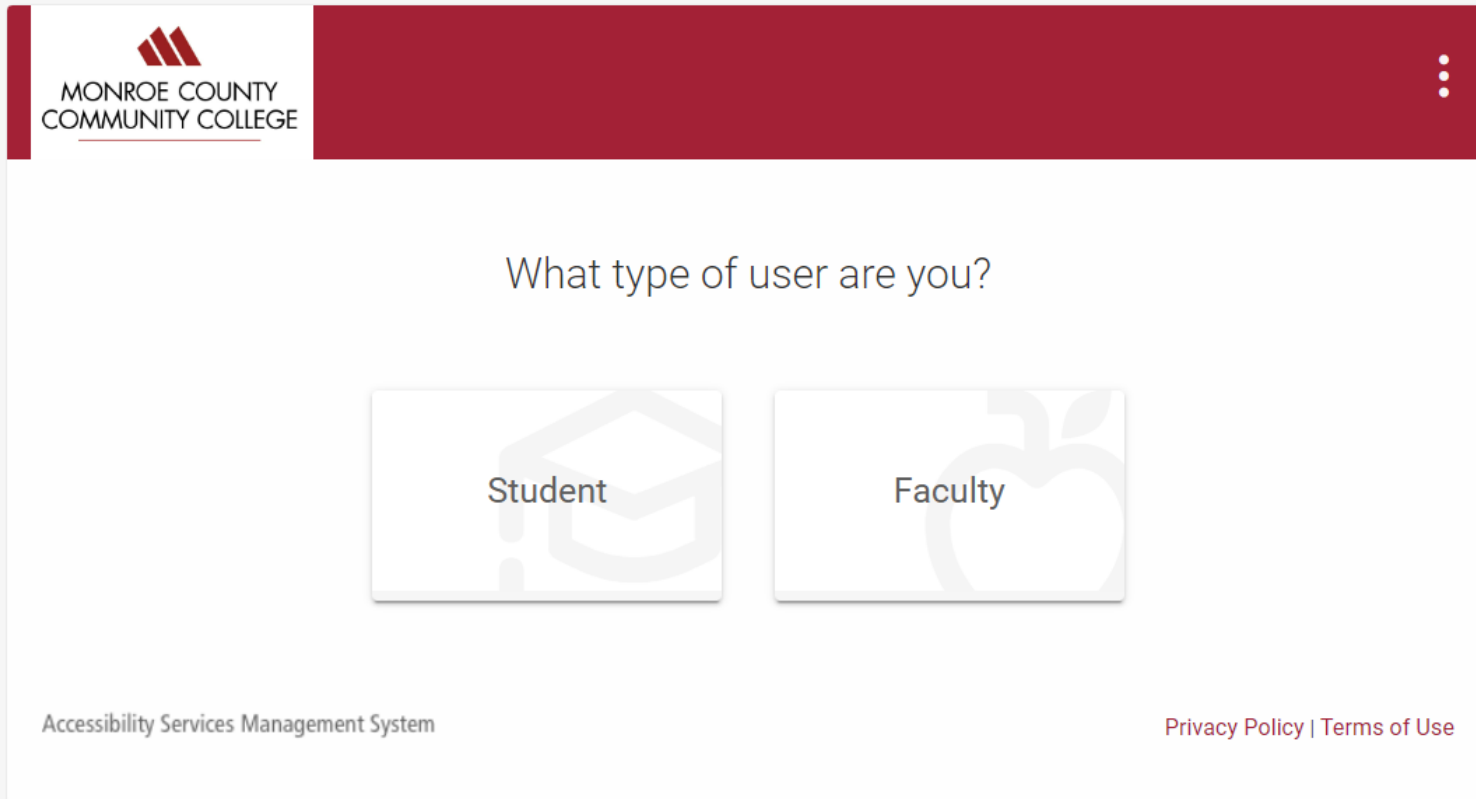


## Accommodate Faculty User Instructions

Monroe County Community College


MCCC has implemented a new accommodation management platform called Accommodate. Your Accommodate portal will house important information about your students' accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

**Log-in to Accommodate here:** and select “Faculty”



The screenshot shows the login interface of the Accommodate portal. At the top left is the Monroe County Community College logo, consisting of a red stylized 'M' icon above the text 'MONROE COUNTY COMMUNITY COLLEGE'. To the right of the logo is a solid red horizontal bar containing three white vertical dots in the top right corner. Below the header, the text 'What type of user are you?' is centered. Underneath this text are two rectangular buttons. The left button features a light gray icon of a graduation cap and the word 'Student' in gray text. The right button features a light gray icon of an apple and the word 'Faculty' in gray text. At the bottom left of the page, the text 'Accessibility Services Management System' is displayed. At the bottom right, the text 'Privacy Policy | Terms of Use' is displayed in a smaller font.

After you log-in you will arrive in the “Home” section.



Home

Accommodation Letters

Courses/Testing Accommodation Reservations

Resources

My Account

Getting Started

✓ [Account Created](#)

✓ [Personal Profile](#)

News Feed

[Welcome to Accommodate!](#)

Please select "Accommodation Letters" on the left navigation to review or sign your letters.

To view students in your course(s) with accommodations, please select "Courses" in the left navigation.


View All Announcements

Accessibility Services Management System



[Privacy Policy](#) | [Terms of Use](#)


2


To view a student’s accommodation letter select Accommodation Letters. Select the letter that you wish to view. If your signature is requested, “Requested” will appear in a black rectangle next to the letter. Once a letter is signed, the text will indicate “signed.”





Accommodate





 Home


 Accommodation Letters

 Courses

 Calendar

 Surveys

 Resources

 My Account

return

Accommodation Letters


Keywords

Searches title and description

Apply Search

More Filters

13 results

 SORT BY: Sent/Submitted ▾ Showing 20 ▾


Approval Letter **REQUESTED**

A00008-2019/Cora Barragan

Macro Economics (ECON102)

Sent on April 19, 2020, 1:31 pm

Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. If your signature is requested, please complete the form as indicated. To return to the full list, select “Return to List (Accommodation Letter)”



Accommodate

AB

Home

Accommodation Letters

Courses

Calendar

Surveys

Resources

My Account

Return to Accommodation Letters | Return to list (Accommodation Letters)

Accessibility Letter sent at 2020-04-19 13:31:46

Save

Print Letter

Generate PDF

Cancel

\* indicates a required field

Send Notification

Subject

Approval Letter

HTML Body

Letter of Accommodation Transmittal Email

[Student Name]

[Quarter/Semester Select one: Winter Spring Summer Fall]

Quarter/Semester

[CRN, Class Name/#, Course Title]

Select Courses/Test Accommodation Reservations. Here you can view course details, Testing Center bookings, and exams.

MONROE COUNTY  
COMMUNITY COLLEGE

Home

Accommodation Letters

Courses/Testing Accommodation Reservations

Resources

My Account

Home / Course / Course Details

Probabilities (PROB)

< Course Details Testing Center Bookings Exam >

Cancel

Course

Title

Probabilities

Instructors

Adria Brubaker (arb@example.edu)

Code

PROB

Credit Hours

4


Days

Tuesday, Thursday

Course Info

Modified: June 08, 2022, 9:24 am

To view Test Accommodation Reservations, select Courses/Testing Accommodation Reservations tab. Then select Test Center Bookings and then Complete Test Details tab to provide test conditions.



Home

Accommodation Letters

Courses/Testing Accommodation Reservations

Resources

My Account

Home / Course / Course Details / Room Bookings

Statistics (STATS)

Course Details

Testing Center Bookings

Exam


N/A

Complete Test Details

Keywords

Apply Search

To upload an exam for a Testing Center booking reservation, select “Exam” > “Add New Exam”



Home

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Courses/Testing Accommodation Reservations

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My Account

Home / Course / Course Details / Exam

Probabilities (PROB)

Course Details

Testing Center Bookings

Exam

Keywords

Apply Search

More Filters

☐

Add New Exam

Batch Options

1 Results

Showing 20

☐

Chapter 1 Test

Probabilities

Starts September 20, 2022

Ends September 20, 2022

Duration: 60

No file uploaded!

To upload an exam for multiple students select “yes” to apply to all records. The exam will be added to all existing approved requests for the same course with a test date in between the exam start and end date.

Home

Accommodation Letters

Courses/Testing Accommodation Reservations

Resources

My Account

FAKE DOCUMENT.docx

11.67 KB

Start Date \*

2022-09-01

Select

Clear

End Date \*

2022-09-07

Select

Clear

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am
7:45 am	7:45 am	7:45 am	7:45 am	7:45 am	7:45 am	7:45 am
8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am
8:15 am	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am
8:30 am	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am
8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am
9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am
9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am
9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am
10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am
10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am
10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am
10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am
11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am
11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am
11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am
12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm

Apply to all records

If select yes, exam will be added to all existing approved or pending requests for the same course with a test date in between the exam start and end date.

☒ Yes

☐ No

Submit


Save


Delete


Cancel





To view resources uploaded by **Disability Services**, select “Resources”




 Home

 Accommodation Letters

 Courses/Testing Accommodation Reservations

 **Resources**

 My Account

resources

Keywords

Searches document name and description.

Type

Tags

Apply Search

Fewer Filters

1 Results

Showing 20


Disability Services



MANUAL






Faculty Information

Size -

By selecting “My Account” on the homepage you can view and edit your account details





-  Home
-  Accommodation Letters
-  Courses/Testing Accommodation Reservations
-  Resources
-  My Account

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## News Feed

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