

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”

MONROE COUNTY
COMMUNITY COLLEGE

What type of user are you?

Student

Faculty

Accessibility Services Management System

Privacy Policy | Terms of Use

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

The screenshot shows the homepage of the Monroe County Community College Accessibility Services Management System. The top navigation bar is red, featuring the college's logo and the text "MONROE COUNTY COMMUNITY COLLEGE". On the right side of the top bar are two circular icons: one with a magnifying glass and another with the letters "JB".

The left sidebar contains a navigation menu with the following items:

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

The main content area is divided into two sections:

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](#)

At the bottom of the page, there are links for "Accessibility Services Management System", "Privacy Policy", and "Terms of Use".

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."

The screenshot shows the 'Accommodation Letters' page of the Accommodate platform. At the top, the Monroe County Community College logo is visible, featuring a red stylized 'M' and the text 'MONROE COUNTY COMMUNITY COLLEGE'. A red navigation bar with three dots is on the right. Below the logo, the word 'Accommodate' is displayed in a large, lowercase, sans-serif font. To the right of 'Accommodate' are two circular icons: one with a magnifying glass and the letters 'AB', and another with three dots.

The main content area has a light gray background. On the left, a sidebar lists navigation links: Home, Accommodation Letters (which is the active page, indicated by a blue background), Courses, Calendar, Surveys, Resources, and My Account. Above the sidebar, there are 'Home' and 'return' buttons. To the right of the sidebar, the title 'Accommodation Letters' is centered above a search interface. The search interface includes a 'Keywords' input field with placeholder text 'Searches title and description', an 'Apply Search' button, and a 'More Filters' link. Below the search interface, the text '13 results' is on the left, and 'SORT BY: Sent/Submitted ▾ Showing 20 ▾' is on the right. A list of results is shown, with the first item being an 'Approval Letter' for student 'A00008-2019/Cora Barragan' in 'Macro Economics (ECON102)' sent on 'April 19, 2020, 1:31 pm'. The word 'REQUESTED' is in a black box next to the letter title.

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)”

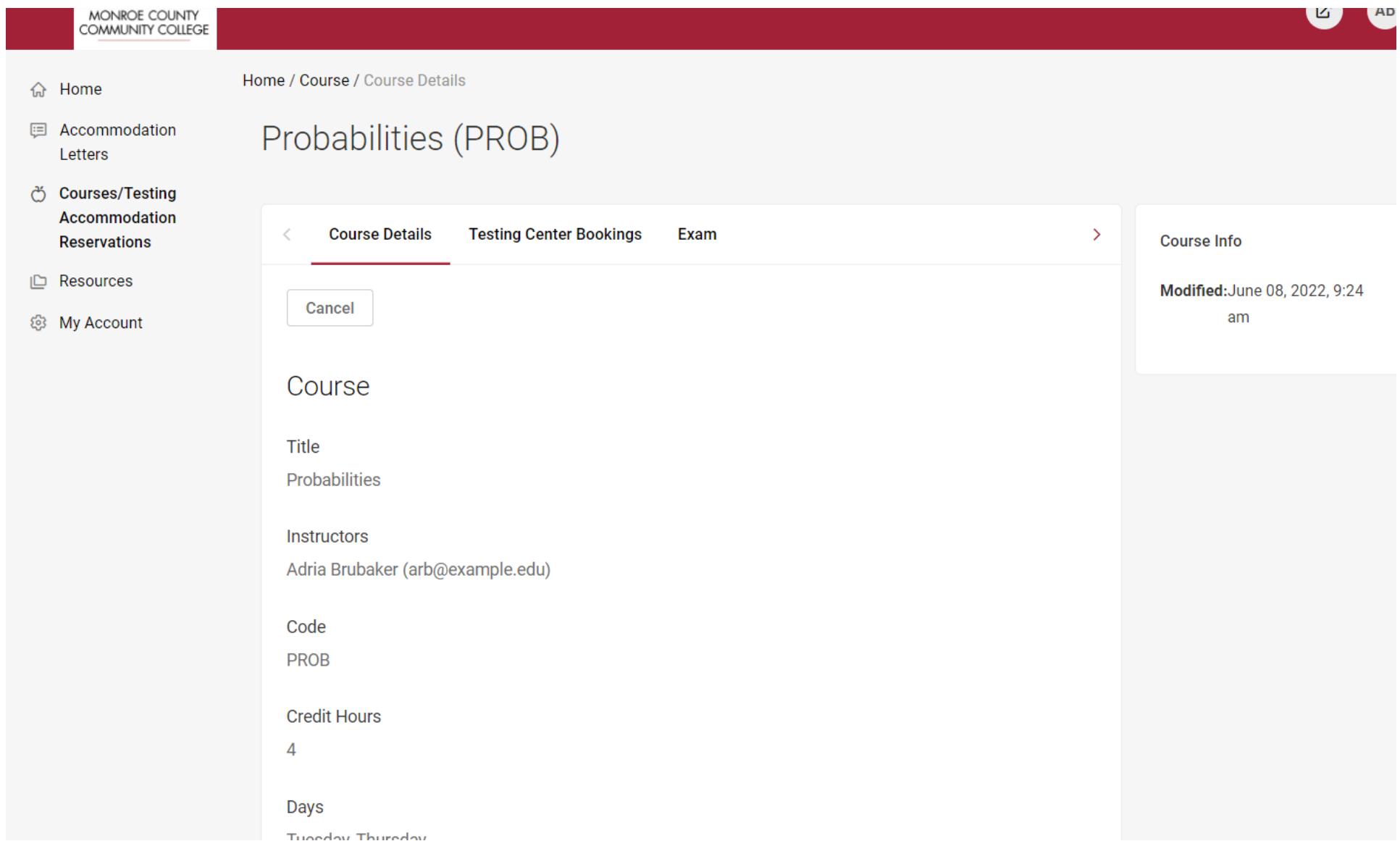
The screenshot shows a web application interface for Monroe County Community College. The top navigation bar features the college's logo and name. On the right side of the header is a red vertical bar with three white dots. Below the header, the word "Accommodate" is displayed in a large, light gray font. To the right of "Accommodate" are two small circular icons: one with a magnifying glass and another with the letters "AB".

The main content area has a light gray background. On the left, a sidebar contains links to "Home", "Accommodation Letters", "Courses", "Calendar", "Surveys", "Resources", and "My Account". The "Accommodation Letters" link is currently selected, indicated by a blue background. The main content area displays the title "Accessibility Letter sent at 2020-04-19 13:31:46". Below the title are four buttons: "Save" (blue), "Print Letter", "Generate PDF", and "Cancel". A note below the buttons states "* indicates a required field".

The "Send Notification" section contains fields for "Subject" (set to "Approval Letter") and "HTML Body". The "HTML Body" field contains the following text:

```
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 / 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.

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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”

The screenshot shows a website interface for Monroe County Community College. The top navigation bar is red, featuring the college's logo and name. Below the navigation bar, the page title is "Home / Course / Course Details / Exam". The main content area is titled "Probabilities (PROB)". On the left, a sidebar lists navigation links: Home, Accommodation Letters, Courses/Testing Accommodation Reservations, Resources, and My Account. The main content area has tabs for "Course Details", "Testing Center Bookings", and "Exam", with "Exam" being the active tab. Under the "Exam" tab, there is a "Keywords" input field, an "Apply Search" button, and a "More Filters" link. Below these, there are buttons for "Add New Exam" and "Batch Options", and a message indicating "1 Results". The result is a list item for "Chapter 1 Test" under the "Probabilities" course, showing booking details: Starts September 20, 2022, Ends September 20, 2022, Duration: 60, and a note that "No file uploaded!".

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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.



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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 7:45 am 8:00 am 8:15 am 8:30 am 8:45 am 9:00 am 9:15 am 9:30 am 9:45 am 10:00 am 10:15 am 10:30 am 10:45 am 11:00 am 11:15 am 11:30 am 11:45 am 12:00 pm	7:30 am 7:45 am 8:00 am 8:15 am 8:30 am 8:45 am 9:00 am 9:15 am 9:30 am 9:45 am 10:00 am 10:15 am 10:30 am 10:45 am 11:00 am 11:15 am 11:30 am 11:45 am 12:00 pm	7:30 am 7:45 am 8:00 am 8:15 am 8:30 am 8:45 am 9:00 am 9:15 am 9:30 am 9:45 am 10:00 am 10:15 am 10:30 am 10:45 am 11:00 am 11:15 am 11:30 am 11:45 am 12:00 pm	7:30 am 7:45 am 8:00 am 8:15 am 8:30 am 8:45 am 9:00 am 9:15 am 9:30 am 9:45 am 10:00 am 10:15 am 10:30 am 10:45 am 11:00 am 11:15 am 11:30 am 11:45 am 12:00 pm	7:30 am 7:45 am 8:00 am 8:15 am 8:30 am 8:45 am 9:00 am 9:15 am 9:30 am 9:45 am 10:00 am 10:15 am 10:30 am 10:45 am 11:00 am 11:15 am 11:30 am 11:45 am 12:00 pm	7:30 am 7:45 am 8:00 am 8:15 am 8:30 am 8:45 am 9:00 am 9:15 am 9:30 am 9:45 am 10:00 am 10:15 am 10:30 am 10:45 am 11:00 am 11:15 am 11:30 am 11:45 am 12:00 pm	7:30 am 7:45 am 8:00 am 8:15 am 8:30 am 8:45 am 9:00 am 9:15 am 9:30 am 9:45 am 10:00 am 10:15 am 10:30 am 10:45 am 11:00 am 11:15 am 11:30 am 11:45 am 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”



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resources

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

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

The screenshot shows the homepage of the Monroe County Community College website. The top navigation bar is red, featuring the college's logo and name on the left, and two circular icons on the right (one with a magnifying glass and the letters 'CH'). The main content area has a white background. On the left, a vertical navigation menu lists: Home, Accommodation Letters, Courses/Testing Accommodation Reservations, Resources, and My Account. The 'My Account' option is highlighted with a blue background. The central area contains two main sections: 'Getting Started' and 'News Feed'. The 'Getting Started' section includes a list with a checked checkbox next to 'Account Created' and an unchecked checkbox next to 'Personal Profile'. The 'News Feed' section contains a welcome message, instructions for viewing accommodation letters, and a link to view all announcements.

MONROE COUNTY
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CH

Home

Accommodation Letters

Courses/Testing Accommodation Reservations

Resources

My Account

Getting Started

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Accessibility Services Management System

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