

## Accommodate Student 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 accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

To submit an initial request for accommodations, use this URL: : [https://monroeccc-accommodate.symlicity.com/public\\_accommodation/](https://monroeccc-accommodate.symlicity.com/public_accommodation/)



### Public Accommodation Request

\* indicates a required field

#### Student Information

Please enter your information

First Name \*

Last Name \*

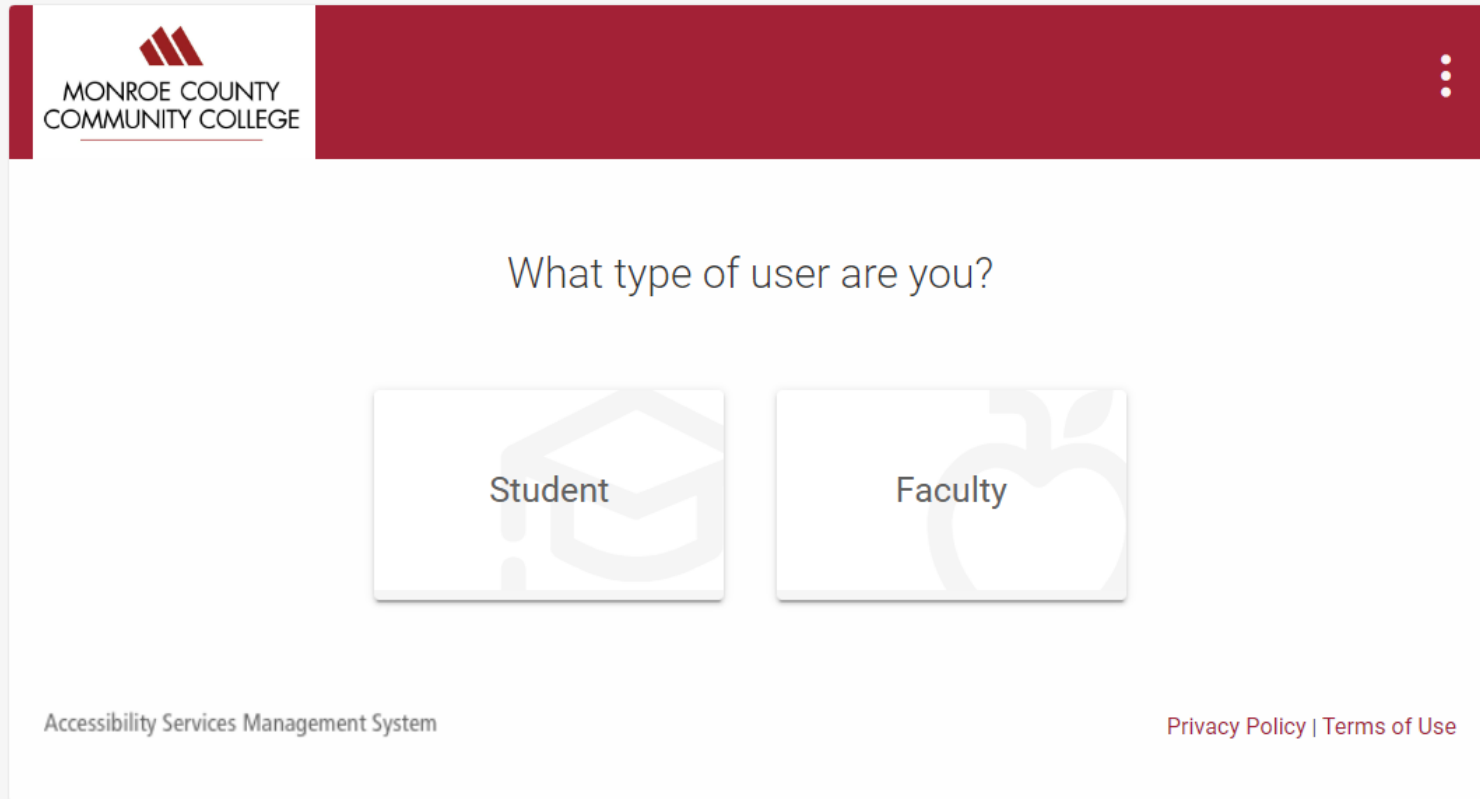
Middle Name

Student ID \*

Email \*

Please use your university issued email address

Log-in to Accommodate here: [<https://monroeccc-accommodate.symphonicity.com/>] and select "Student"



The screenshot shows the login interface for the Monroe County Community College Accommodate system. At the top left, the college's logo and name are displayed. The main heading asks the user to identify their role. Two options are provided: 'Student' with a graduation cap icon and 'Faculty' with an apple icon. At the bottom, there are links for 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use'.

MONROE COUNTY  
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What type of user are you?

Student

Faculty

Accessibility Services Management System

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

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

The screenshot shows the home page of the Accessibility Services Management System. At the top, there is a dark red header with the Monroe County Community College logo on the left and two circular icons (a square with a diagonal line and 'AA') on the right. Below the header is a light gray sidebar with a navigation menu containing: Home, Accommodation, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is divided into two sections: 'News Feed' and 'Shortcuts'. The 'News Feed' section features a post titled 'Semester Requests' with a large 'P' icon. The post text states that users are responsible for submitting a 'Semester Request' for each semester and provides instructions on how to submit one. It includes two bullet points: one stating that a copy of the request letter will be sent to faculty for review, and another stating that new classes added after submission require a new request. A 'View All Announcements' link is located at the bottom of the post. The 'Shortcuts' section contains a single link: '> My Activity Summary'. At the bottom of the page, the text 'Accessibility Services Management System' is on the left and 'Privacy Policy | Terms of Use' is on the right.

MONROE COUNTY  
COMMUNITY COLLEGE

Home  
Accommodation  
Appointment  
Resources  
Surveys  
Calendar  
Profile

### News Feed

#### 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](#)

### Shortcuts

[> My Activity Summary](#)

Accessibility Services Management System

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

To view your original accessibility request, select “Accommodation” > “Accommodation Request”

The screenshot shows the Monroe County Community College website interface. At the top left is the college logo. At the top right are two circular icons: one with a magnifying glass and another with the letters 'AA'. A dark red navigation bar is positioned below the header. On the left side, there is a vertical menu with icons and text for: Home, Accommodation (with a sub-menu for Accessibility Request, Additional Accommodation Request, Semester Request, Accommodation Letters, and Equipment), Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accessibility Accommodation Request' and contains the following information: Request # A00001-2022, Student Allison Adams, My diagnosed disability falls into the following category Learning /Cognitive Disorder, and What accommodations are you requesting? Below this is a grey box titled 'Accessibility Accommodation #1' containing: Accommodation Type Vision Equipment, Approved Yes, Nonacademic No, and Nonrenewable No.

To view your accommodation letters, select “Accommodation” > “Accommodation Letters”

Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. To return to the full list, select “Return to List (Accommodation Letter)”

The screenshot shows the Monroe County Community College Accessibility Services Management System interface. The header is dark red with the college logo on the left and user initials 'AA' on the right. A navigation sidebar on the left lists various services, with 'Accommodation Letters' highlighted. The main content area shows a breadcrumb trail 'Return to Accommodation | Return to list (Accommodation)' and a title 'Accommodation'. Below this is a tabbed interface with 'Letters' selected. The list shows two results, both marked as 'REQUESTED': 'Accommodation Letter' and 'Student Confirmation Letter', both for Allison Adams and created on November 09, 2022.

MONROE COUNTY COMMUNITY COLLEGE

AA

Home

Accommodation

- Accessibility Request
- Additional Accommodation Request
- Semester Request
- Accommodation Letters**
- Equipment

Appointment

Resources

Surveys

Calendar

Profile

Return to Accommodation | Return to list (Accommodation)

## Accommodation

Accessibility Request   Additional Accommodation Request   Semester Request   **Letters**   Equipment

2 Results   SORT BY: Created   Showing 20

**Accommodation Letter** **REQUESTED**

Allison Adams

Created on November 09, 2022, 11:13 am

**Student Confirmation Letter** **REQUESTED**

Allison Adams

Created on November 09, 2022, 11:08 am

Accessibility Services Management System

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

To submit a request for additional accommodations, select “Accommodation” > “Additional Accommodation Request” > “Add New”

The screenshot shows the Monroe County Community College website interface. At the top left is the college logo. At the top right are navigation icons for a home page and accessibility (AA). A dark red navigation bar contains the following menu items: Home, Accommodation (with a sub-menu: Accessibility Request, Additional Accommodation Request, Semester Request, Accommodation Letters, Equipment), Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled "Accommodation" and includes a breadcrumb trail: "Return to Accommodation | Return to list (Accommodation)". Below the title are tabs for "Accessibility Request", "Additional Accommodation Request" (which is selected), "Semester Request", "Letters", and "Equipment". Under the "Additional Accommodation Request" tab, there are sub-tabs for "Active" and "Archived". A red "Add New" button is visible in the "Active" sub-tab. The main content area is currently empty, displaying a large icon of a document with a checkmark and the text "No records".

To renew your accommodations, select “Accommodation” > “Semester Request” > “Add New”

The screenshot shows the Monroe County Community College Accommodation system interface. At the top left is the college logo. The top right has a dark red header with a search icon and the letters 'AA'. A left sidebar contains navigation links: Home, Accommodation (with sub-links for Accessibility Request, Additional Accommodation Request, Semester Request, Accommodation Letters, and Equipment), Appointment, Resources, Surveys, Calendar, and Profile. The main content area has a breadcrumb trail: Return to Accommodation | Return to list (Accommodation). Below this is the title 'Accommodation' and a tabbed interface with 'Semester Request' selected. A search filter for 'Semester' is present with an 'Apply Search' button. Below the search is an 'Add New' button, '3 Results', and sorting options: 'SORT BY: Date Needed' and 'Showing 20'. The first result is 'Electronic Form of Textbook' with an 'APPROVED' status. Details for this request include: 'Fall 2022 (test)', 'Courses: Statistics (STATS), Probabilities (PROB)', 'Started on August 15, 2022', 'Ends on December 21, 2022', and 'Created on November 09, 2022, 11:11 am'.

To request an appointment with a Disability Services Faculty member, select “Appointment Request” > “Request New Appointment”

The screenshot shows the Monroe County Community College website interface. At the top left is the college logo. At the top right are two circular icons: one with a refresh symbol and another with the letters 'AA'. A left-hand navigation menu includes links for Home, Accommodation, Appointment (highlighted), Resources, Surveys, Calendar, and Profile. The main content area is divided into two columns: 'Requested Appointments' and 'Approved Appointments'. Both columns display a large icon representing a document with a picture and a folder, and the text 'No records found.' Below these columns is a red button labeled 'Request New Appointment'.



To upload a new document, select “Documents” > “Upload a Document”> Add New

The screenshot shows a web browser window with the URL <https://monroeccc-accommodate.symlicity.com/students/index.php?ss=resumes&mode=list&ts=resume>. The page header is dark red with the Monroe County Community College logo on the left and user initials 'SA' on the right. A navigation menu on the left includes Home, Accommodation, Documents, Upload a Document, Resources, and Surveys. The breadcrumb trail is Home / Documents / Document. The main content area is titled 'Documents' and features a light blue notification bar: 'To view PDF files, you may need [Adobe Acrobat Reader](#)'. Below this is a large white box with a document icon and the text 'No records found.' and an 'Add New' button. The footer contains 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

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

The screenshot shows the Monroe County Community College website's Resource Library. The header is dark red with the college logo on the left and navigation icons on the right. A sidebar on the left contains a menu with items: Home, Accommodation, Appointment, Resources, Resource Library (highlighted), Surveys, Calendar, and Profile. The main content area has a breadcrumb trail: Home / Resources / Resource Library. Below this is a search section titled "Resources" with a "Keywords" search box and an "Apply Search" button. The search results show "1 Results" and "Showing 20" items. The first result is "Disability Services Information" with a "MANUAL" tag. The footer contains "Accessibility Services Management System" and links for "Privacy Policy" and "Terms of Use".

MONROE COUNTY COMMUNITY COLLEGE

Home / Resources / Resource Library

Resources

Keywords  
Searches document name and description.

Apply Search More Filters

1 Results Showing 20

Disability Services Information **MANUAL**

Size -

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

By selecting "Profile" on the homepage you can view and edit your account details

The screenshot shows the user profile page for Allison Adams. The page has a dark red header with the Monroe Community College logo on the left and user initials 'AA' on the right. A navigation sidebar on the left lists various services, with 'Profile' selected. The main content area shows the 'Personal' tab of the profile, displaying student information such as ID, full name, first and last names, email, and current address.

MONROE COUNTY  
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Home / Profile / Personal

Profile

Personal Academic Privacy Password/Preferences Help

Student Information

Student ID  
Test1249

Full name  
Allison Adams

First Name  
Allison

Last Name  
Adams

Email  
[aadams@example.edu](mailto:aadams@example.edu)

Current Address