



What is Accommodate?

Accommodate is a web-based management software that allows students to have access to their confidential disability information whenever they need. Students will use this platform to submit their requests for Accommodation Letters, schedule exams for the testing center, schedule appointments to meet with staff, upload and/or download their documentation as well as other tools as needed.

Below is a guide to many of the processes that students can use within Accommodate.

Registering with Accessibility Services

Any student who isn't registered with Accessibility Services will be required to submit their intake form and documentation via accommodate:

1. Navigate to inside.southernct.edu/casas/accessibility-services
2. Select **Registering**
3. Click the **Intake Form**
4. Fill out the form to the best of your ability, and upload your documentation
 - a. Documentation Guidelines and Forms can be found below the intake form on our website
5. Once you've submitted the form, you will then be able to schedule an intake appointment to meet with a staff member, and discuss the accommodations you're requesting. This appointment can be made by contacting the front desk: 203-392-6828 or casas@southernct.edu.

Requesting Accommodation Letters

Students are required to request their accommodation letters every semester, via the **Semester Request**:

1. Log into Accommodate via your mySCSU apps page
2. Select **Accommodate Log in**
3. Select **Accommodations**
4. Select **Semester Request**
5. Select **Add New**
6. Select **Request for All**

Once you make your request it will be processed by our office, and then emailed to your faculty members. It will also be available to them in their end of Accommodate.

Requesting an Exam with the Testing Center

Exam request will only be made via Accommodate; phone or in person requests will not be accepted. Requests should be made at least one week in advance, but requests can be made months in advance, and modified if needed.

1. Log into Accommodate via your mySCSU apps page
2. Select **Testing Room** and **New Booking Requests**
3. Select the **Date** and **Time** for your exam to see if the testing room is available
4. Select the appropriate time
5. Fill out the appropriate information and select **Confirm Booking**
6. Your booking will be listed in the **Pending column**. Once it is confirmed by your instructor and the testing center, it will move into **Approved Requests**

Scheduling an Appointment

Students are welcome to utilize Accommodate to schedule an appointment to meet with a staff member as needed. Appointments can also be made by contacting the front desk directly: casas@southernct.edu or 203-392-6828.

1. Log into Accommodate via your mySCSU apps page
2. Select **Appointment**
3. Select **Request New Appointment**
4. Use the filters on the left side of the page to select your availability. You can schedule the following Appointments:
 - a. Intake: A first time appointment, if you have never met with a staff member before
 - b. Follow Up: You have had your initial intake, but have questions about accommodations or next steps
 - c. Housing Accommodations: You are requesting accommodations specifically for the Residence Halls
5. Once you have made your selections, select **Check Availability**
6. Select the day and time that works best for you. Be sure to take notice of the appointment type, as this cannot be changed.
7. Fill in any information you'd like the staff member to have for your appointment. If the appointment is over the phone, please be sure to include a good contact phone number for them to reach you at that time. Select **Submit Request**
8. The appointment will now appear in your **Approved** queue