**SDS ACCOMMODATE SOFTWARE**

<https://ccsu-accommodate.symplicity.com>

(Create a shortcut on your electronic device)

The Accommodate Software system will provide you with a dashboard of information on your registered classes, approved accommodations and more. It also allows you to make semester accommodation letter requests, and testing accommodation requests. Please log in with your **CCSU Blue Net ID and Password** to the accommodate system to get acquainted with the system and make the following requests. Please feel free to stop by our office to get individual instructions on using the system.

**Exam Accommodation Requests:** Once in your Accommodate dashboard:

1. **Click:** Testing Request Form (left side)

2. **Click:** New Booking Request (blue tab under Pending Booking Requests)

3. **Click**: Course-Drop down- (choose course you want to book the exam)

 Scroll Down to Final Exam

4. **Click**: Yes or No to indicate if this is a final exam. (Finals have set times)

5. **Click:** Check Availability

6. **Click:** Day of the week for selection of times and choose the time closest to

 when class is taking the exam (on right)

7. Do you need a different time? If so, **Click Yes. If no skip to #9.**

8. Select a different day and/or time

 9. Add faculty name, and make note if you have a reason for date/time

 change

10: **Click:** **Submit Request –** you will receive a copy of the email sent to your professor