

SDS ACCOMMODATE SOFTWARE

<https://ccsu-accommodate.symlicity.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 (blue tab on top of page)
2. **Click:** New Booking Request (grey tab in lower left hand corner)
3. **Click:** Course-Drop down- (choose course you want to book the exam)
4. **Click:** Yes or No to indicate if this is a final exam. (Finals have set times)
5. **Click:** Building drop down- Select Willard Building Rm. 201 location
6. **Click:** Day of the week for selection of times
7. Choose a day and time by clicking Testing Center link on right side.
8. Do you need a different time? If so, **Click Yes**
9. **Scroll Down:** to select a different day and/or time.
10. Add date and time- e.g. 01/29/2018 1:00 PM
11. Add faculty name, and make note if you have a reason for date/time change
12. **Click:** YES
- 13: **Click: Submit Request** – you will be copied on your Professor's email