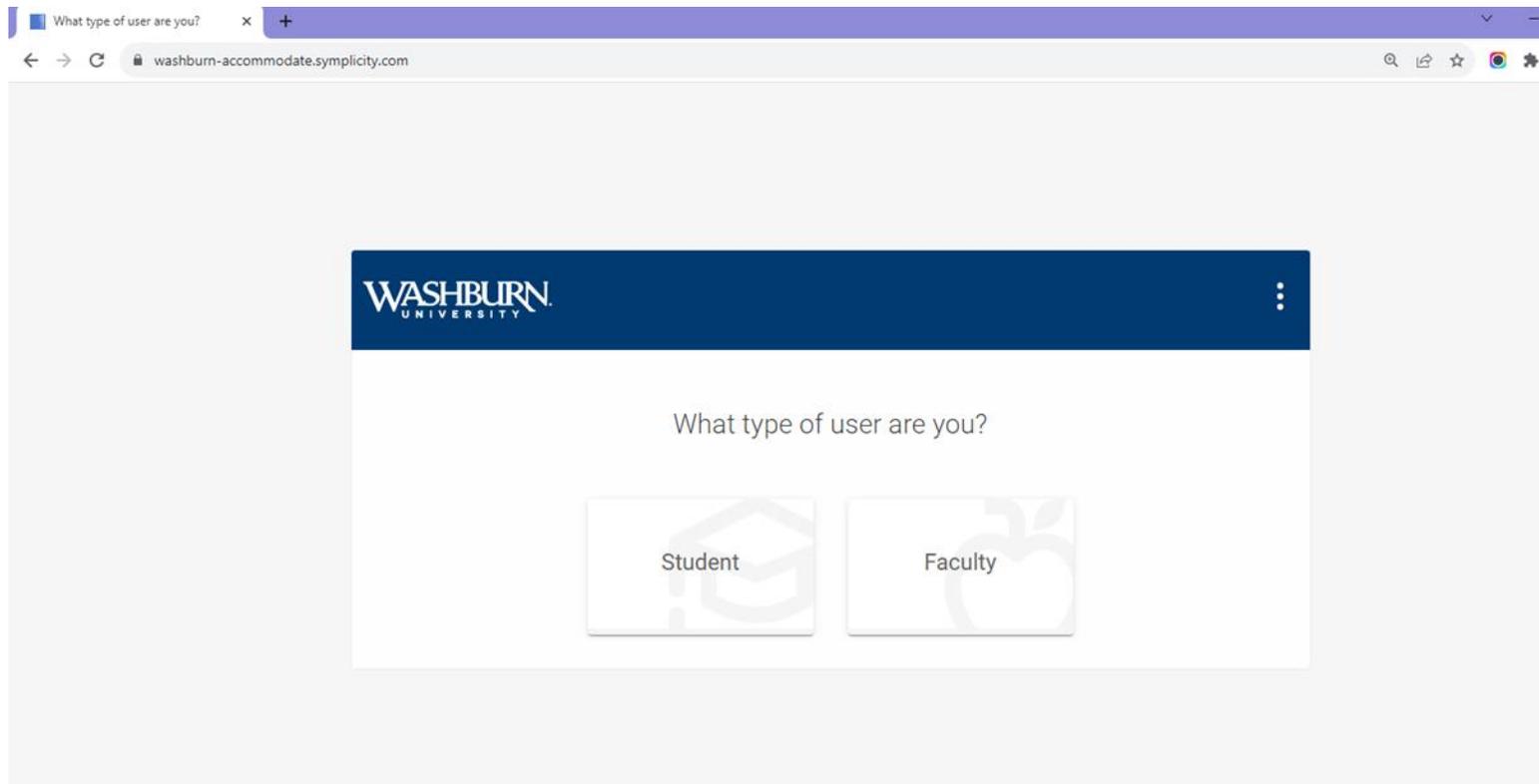


## Accommodate Student User Instructions

Washburn University and Washburn Technical Institute

Washburn University 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.

Log-in to Accommodate here: [<https://washburn-accommodate.symlicity.com>] and select “Student”



Washburn University  
1700 SW College Ave. | Morgan Hall 105  
Phone: 785-670-1622  
Email: [accommodations@washburn.edu](mailto:accommodations@washburn.edu)

Washburn Institute of Technology  
5724 SW Huntoon St. | Bldg A Center  
Phone: 785-670-3364  
Email: [accommodations@washburn.edu](mailto:accommodations@washburn.edu)

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

**WASHBURN UNIVERSITY**

Home  
Accommodation  
Appointment  
Resources  
Surveys  
Testing Room  
Calendar  
Profile

News Feed

You have 1 piece(s) of equipment due.

**Welcome Back Ichabods!**

**Welcome Back Ichabods to the Fall 2023 Semester!**  
The Office of Diversity and Inclusion is excited to welcome everyone

Shortcuts

- > [Document Library](#)
- > [My Activity Summary](#)

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To make a new semester request for accommodations select Semester Request within the Accommodations screen, select Add New.

The screenshot shows a web application interface for accommodations. On the left is a navigation menu with items: Home, Accommodation, Law School Accommodation Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, and Surveys. The main content area is titled 'Accommodation' and has a breadcrumb 'Return to Accommodation | Return to list (Accommodation)'. Below the title are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', 'Letters', 'Equipment', and 'Documents'. The 'Semester Request' tab is selected. Under this tab, there is a 'Semester' label above a dropdown menu. Below the dropdown is an 'Apply Search' button. At the bottom of the main content area, there is an 'Add New' button, which is circled in red.

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Selecting Add New will generate a message in blue that states “You have been approved for:” with your accommodations listed. Next, you’ll select the semester you wish to request accommodations for. Once the semester has been selected that will generate two options on the right-hand side 1. Submit for all accommodations or 2. Review the renewal.

The screenshot shows the Washburn University Accommodation Request System interface. At the top left is the Washburn University logo. On the right side of the header are two circular icons: one with a refresh symbol and another with the letters 'AH'. Below the header is a navigation menu on the left with items: Home, Accommodation, Law School Accommodation Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, and Testing Room. The main content area has a breadcrumb trail: Return to Accommodation | Return to list (Semester Request). The title 'Accommodation' is centered. Below the title are tabs for Accessibility Request, Supplemental, Semester Request (which is selected), Letters, Equipment, and Documents. A blue information box contains the text: 'You have been approved for:' followed by three lines of blue text: 'Test Accommodations /Distraction reduced environment', 'Academic Accommodations /Flexibility in attendance/excused absences', and 'Test Accommodations /Extended Test Time 1.5'. Below this is a 'Semester' dropdown menu with 'Fall23Washburn' selected. To the right of the dropdown are two buttons: 'Submit For All Accommodations' (dark blue) and 'Review The Renewal' (light blue).

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If you select Submit All a message will populate in blue that states, "Semester Request for all accommodations with all courses is completed."

The screenshot shows the Washburn University Accommodation portal. The top navigation bar includes the Washburn University logo and a user profile icon labeled 'AH'. The left sidebar contains a menu with items: Home, Accommodation, Law School, Accommodation Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, and Surveys. The main content area is titled 'Accommodation' and includes a breadcrumb trail: 'Return to Accommodation | Return to list (Accommodation)'. Below the title is a horizontal menu with tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', 'Letters', 'Equipment', and 'Documents'. The 'Semester Request' tab is selected. A blue message box displays the text: 'Semester Request for all accommodations with all courses is completed.' Below this message is a 'Semester' dropdown menu and an 'Apply Search' button.

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If you select Review the renewal you will be able to review or add new accommodations to submit for approval.

The screenshot shows the Washburn University Accommodation Request system interface. At the top, the Washburn University logo is on the left, and navigation icons for a home page and a user profile (labeled 'AH') are on the right. Below the logo, a navigation menu lists various options: Home, Accommodation, Law School Accommodation Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is titled 'Return to Accommodation | Return to list (Semester Request)' and shows a '[new record]' status. A breadcrumb trail includes 'Request', 'Supplemental', 'Semester Request', 'Letters', 'Equipment', and 'Documents'. There are 'Submit' and 'Cancel' buttons. A note states '\* indicates a required field'. The main heading is 'Accessibility Accommodation Request', followed by the question 'What accommodations are you requesting? \*'. A form entry for 'Accessibility Accommodation #1' is shown with the following details: 'Accommodation Type \*' set to 'Test Accommodations /Distraction reduced environment', 'Semester \*' set to 'TECHFall23', and 'Courses' listed as empty. A 'Remove Accommodation' button is at the bottom of the entry. On the right side, a sidebar shows 'Accommodation' with a dropdown menu set to 'A00134-2023' and 'Documents' with 'No Documents' listed.

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If you have already renewed your request for the semester you are requesting for, you will see those pop up at the bottom of the first screen like below:

The screenshot shows the Washburn University Accommodation portal. The header includes the Washburn University logo and a user profile icon labeled 'SA'. The navigation menu on the left lists various options: Home, Accommodation, Law School Accommodation Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Resources, Note-Taker Network, Surveys, Testing Room, and Calendar. The main content area is titled 'Accommodation' and has tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', 'Letters', 'Equipment', and 'Documents'. The 'Semester Request' tab is active. Below the tabs is a search filter for 'Semester' with a dropdown menu and an 'Apply Search' button. There is also an 'Add New' button and a notification that '4 results' are shown. The results are sorted by 'Date Needed' and showing 20 items. A red circle highlights a search result: 'Extensions for due dates for assignments' with a status of 'APPROVED' and the semester 'Spring 2024'.

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**For questions or troubleshooting please contact the campus you are associated with:**

Washburn University

Student Accessibility Services

1700 SW College Ave. | Morgan Hall 105

Phone: 785-670-1622

Email: [accommodations@washburn.edu](mailto:accommodations@washburn.edu)

Washburn Institute of Technology

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Phone: 785-670-3364

Email: [accommodations@washburn.edu](mailto:accommodations@washburn.edu)

**For questions regarding the interactive process, or individualized training on the new accommodations software, please reach out to:**

Heather Center

Interim Director for Student Accessibility Services

Phone: 785-670-1627

Email: [heather.center@washburn.edu](mailto:heather.center@washburn.edu)

**If you as the student have any announcements that they wish to submit for the Student Portal for advertisement please email them to [accommodations@washburn.edu](mailto:accommodations@washburn.edu)**

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