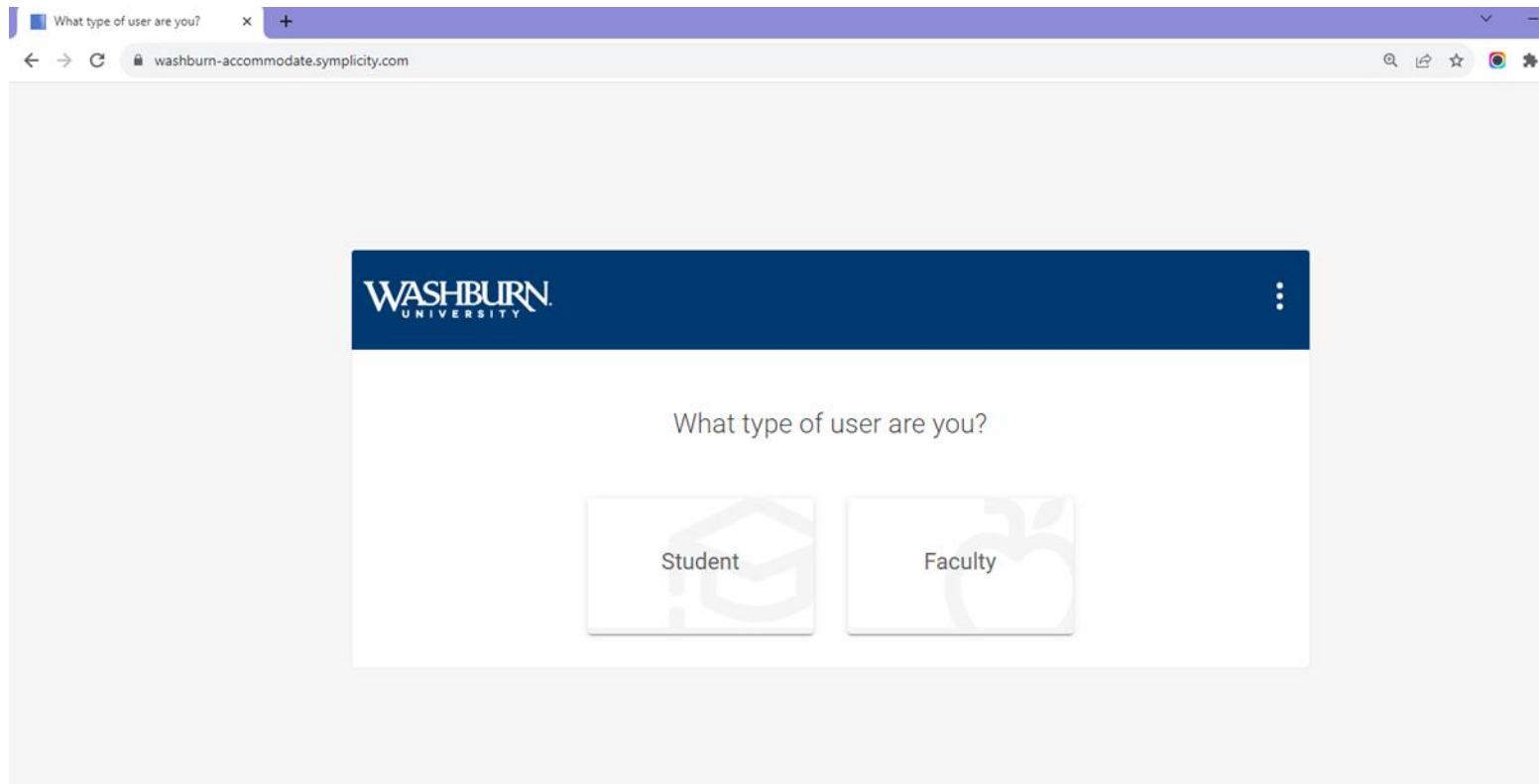


Accommodate Faculty User Instructions

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

Log-in to Accommodate here: [<https://washburn-accommodate.symplcity.com>] and select "Faculty"



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Washburn Institute of Technology
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Email: accommodations@washburn.edu

After you log-in you will arrive in the “Home” section. You may notice there is a new feature on your home screen. Please see the next page for instructions.

The screenshot shows the home page of the Accessibility Services Management System. At the top left is the Washburn University logo. On the right side of the header are two circular icons: one with a checkmark and another with the letters 'AB'. A left-hand navigation menu contains the following items: Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area is divided into two sections. The 'Getting Started' section features a list with a checked item 'Account Created' and an unchecked item 'Personal Profile'. To the right of this list is a dark blue button labeled 'Submit Caption Request'. Below this is the 'News Feed' section, which contains a welcome message: 'Welcome to Accommodate! Please select "Accommodation Letters" on the left navigation to review or sign your letters. To view students in your course(s) with accommodations, please select "Courses" in the left navigation.' At the bottom right of the news feed is a link that says 'View All Announcements'. At the very bottom of the page, the text 'Accessibility Services Management System' is on the left, and 'Privacy Policy | Terms of Use' is on the right.

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NEW FEATURE Accommodation letters needing to be signed are now located on your home screen. You'll notice they are now grouped by each individual course and then students are listed within the course. To sign your accommodation letters, please click REVIEW.

WASHBURN UNIVERSITY

Home
Accommodation Letters
Courses
Resources
My Account

Getting Started

- ✓ [Account Created](#)
- [Personal Profile](#)

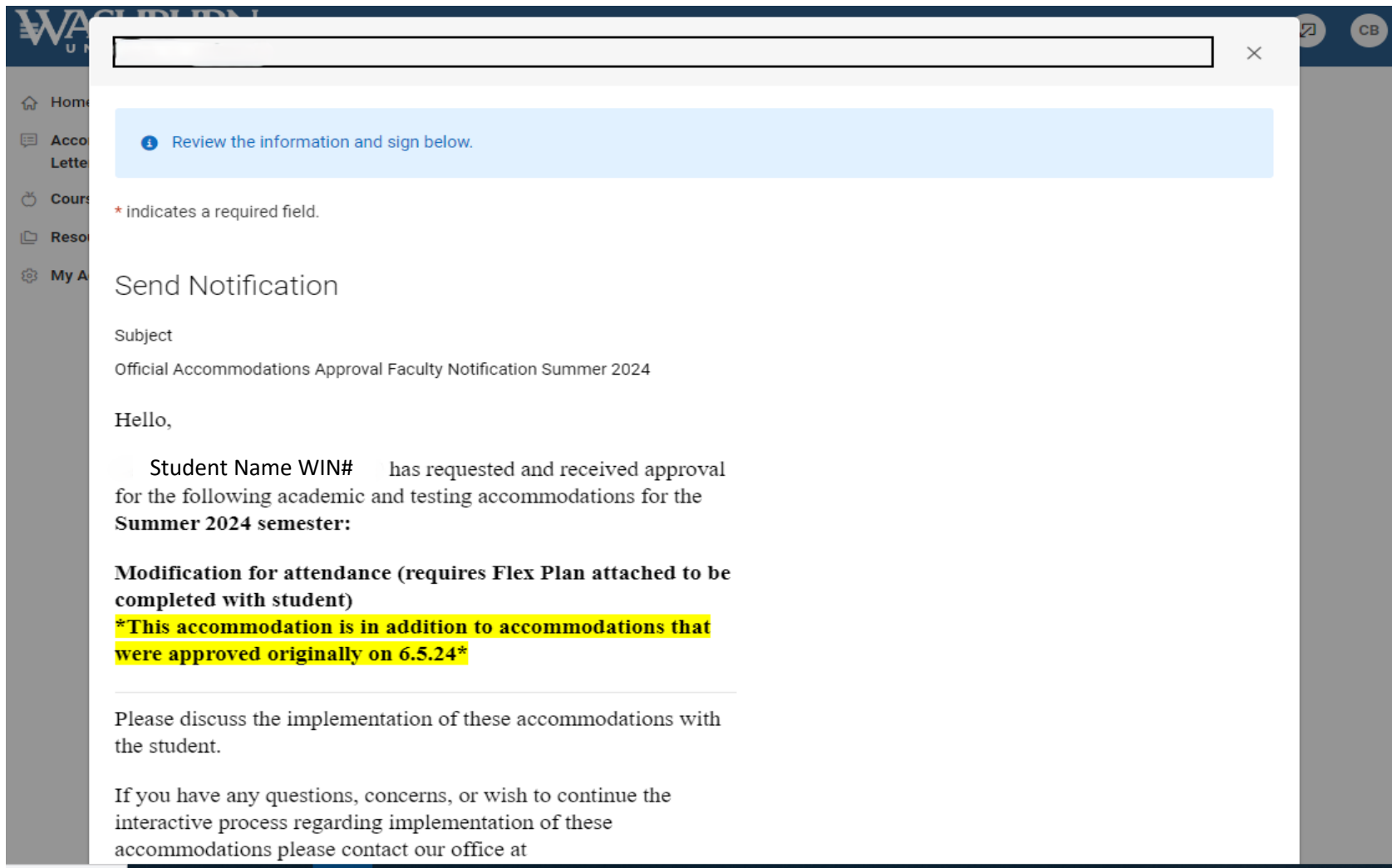
Letters to Review

▼ [Introductory College Writing EN 101-A \(EN 101-A\), 2 New Letters](#)

Student Name Sent on June 10, 2024 2:04 PM Official Accommodations Approval Faculty Notification Summer 2024	Review
Student Name Sent on June 5, 2024 3:01 PM Official Accommodations Approval Faculty Notification Summer 2024	Review

News Feed

Next, there a pop of the student's accommodation letter will appear. You can view the letter and if there are documents attached they will be at the bottom.



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To sign the letter in this window scroll to the bottom of your screen and type in your name. If you have multiple letters to sign, if you select **NEXT** in the bottom right corner will take you to the next letter you need to sign. *Reminder, signing does not indicate you agree with the accommodations listed. Signing the document means you acknowledge you have received a copy of the accommodations that have been approved. If you do not agree or understand the accommodations listed please contact accommodations@washburn.edu or call 785-670-1622.*

Document information#1

File Name
Flexibility_with_Attendance_and_Assignment_Deadlines_Plan_(2).docx

Size
106555

Please electronically sign below.

Your Signature *

Sign

< Previous Letter 1 of 2 Next >

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Once all letters have been signed, your home screen will be cleared. You can still view your accommodation letters that have been signed in their original spot. If you still prefer to sign that way, the instructions are listed in the following pages.

The screenshot shows the home screen of the Accessibility Services Management System. At the top is a dark blue header with the Washburn University logo on the left and two circular icons (one with a checkmark, one with 'LA') on the right. Below the header is a light gray sidebar with navigation links: Home, Accommodation Letters, Courses, Resources, and My Account. The main content area is titled 'Getting Started' and contains a white box with two checkmarks and links: 'Account Created' and 'Personal Profile'. Below this is a 'News Feed' section with a white box containing the text 'There are currently no announcements or notifications to display.' 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.

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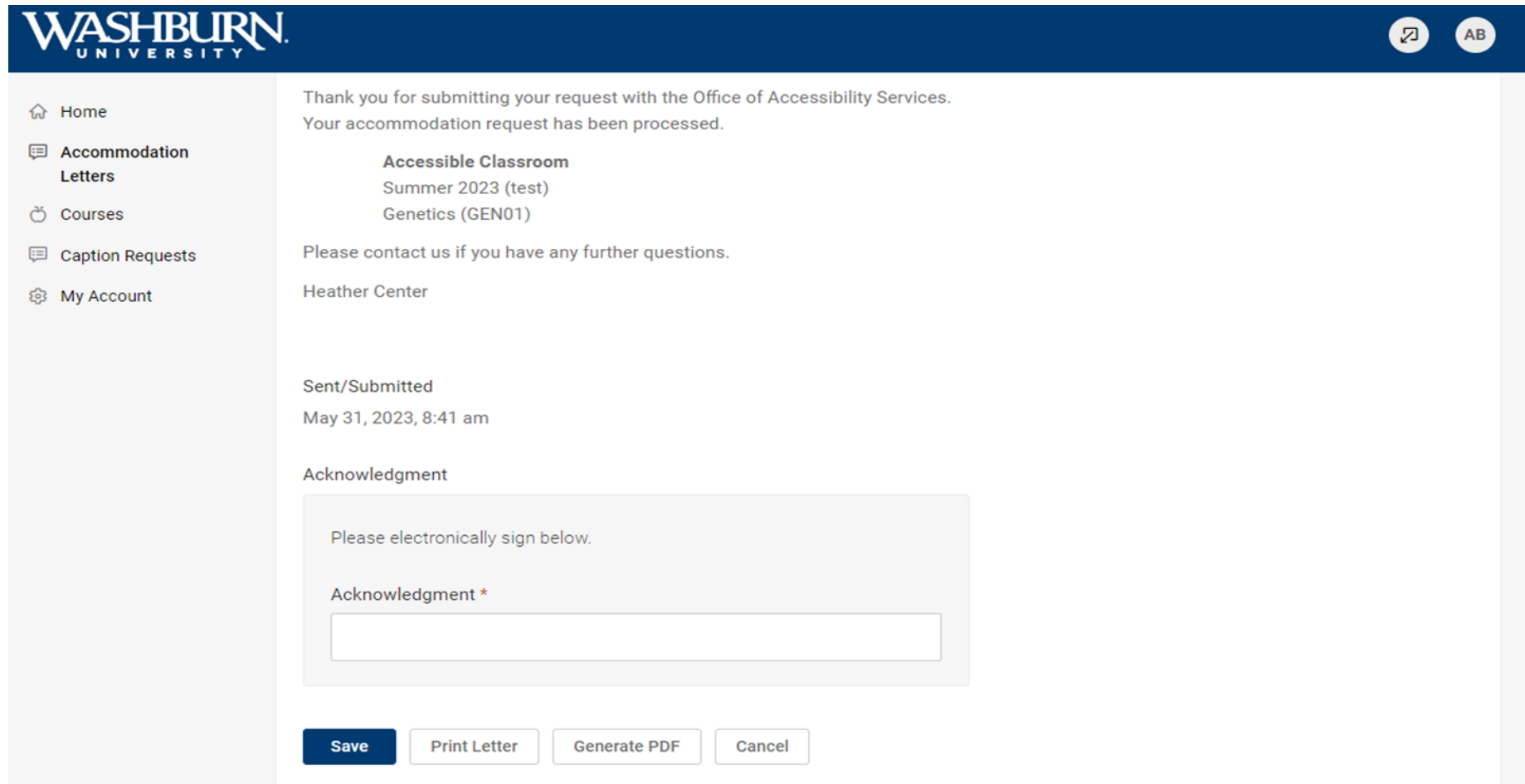
To view a student's accommodation letter select "Accommodation Letters." Select the letter that you wish to view. Your acknowledgement that the accommodation letter was received is requested, "Requested" will appear in a black rectangle next to the letter. Once a letter is acknowledged, the text will indicate "signed." If you do not acknowledge, that does not mean accommodations are not in place for the student. Accommodations are in place as soon as the letter is sent out from DEI office. If you have questions about this process please contact accommodations@washburn.edu

The screenshot shows the Washburn University Accessibility Services Management System interface. At the top is the Washburn University logo and navigation icons. A sidebar on the left contains links for Home, Accommodation Letters, Courses, Caption Requests, and My Account. The main content area is titled "Accommodation Letters" and includes a search bar with the text "Keywords" and "Searches title and description". Below the search bar are buttons for "Apply Search", "Clear", and "More Filters". The search results show "1 results" and "Showing 20" items. The first result is a "Letter of Accommodation" with a "REQUESTED" status, for student A00004-2023/Luanne Zwart, in the course Genetics (GEN01), sent on May 31, 2023, at 8:41 am. At the bottom, there is a footer with "Accessibility Services Management System" and links for "Privacy Policy" and "Terms of Use".

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Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. Please acknowledge you have received this letter by typing your name in the “Acknowledgement” box. To return to the full list, select “Return to List (Accommodation Letter)”



The screenshot shows the Washburn University website interface. The top navigation bar includes the Washburn University logo and user profile icons. A left sidebar contains navigation links: Home, Accommodation Letters, Courses, Caption Requests, and My Account. The main content area displays a confirmation message: "Thank you for submitting your request with the Office of Accessibility Services. Your accommodation request has been processed." Below this, the request details are shown: "Accessible Classroom", "Summer 2023 (test)", and "Genetics (GEN01)". A contact instruction follows: "Please contact us if you have any further questions." The contact information is "Heather Center". The submission date and time are "Sent/Submitted May 31, 2023, 8:41 am". An "Acknowledgment" section contains the instruction "Please electronically sign below." and a text input field labeled "Acknowledgment *". At the bottom of the form are four buttons: "Save", "Print Letter", "Generate PDF", and "Cancel".

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To view a list of students enrolled in your course with accommodations, select “Courses.” Select the course you wish to view. Here you can view course details, enrolled students, room bookings, exams, or course notes.

The screenshot shows the Washburn University Course Catalog interface. At the top left is the Washburn University logo. On the right side of the header are two circular icons: one with a square and an arrow pointing out, and another with the letters 'AB'. Below the header is a navigation menu with the following items: Home, Accommodation Letters, Courses, Caption Requests, and My Account. The main content area has a breadcrumb trail: Home / Course / Course Catalog. The title 'Course' is displayed prominently. Below the title are two tabs: 'Course Catalog' (which is active) and 'Past Courses'. There are two search filters: 'Keywords' with a text input field, and 'Semester' with a dropdown menu. Below these filters are three buttons: 'Apply Search' (in a dark blue box), 'Clear', and 'More Filters'. The results section shows '1 results' on the left and 'Showing 20' with a dropdown arrow on the right. The single result is for the course 'Genetics', with the course ID 'GEN01'. Below the course ID are two lines of information: 'Date: June 01, 2023 - August 14, 2023' and 'Time: 2:30 pm - 4:00 pm'.

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To view enrolled students with accommodations, select “Enrolled Students” and then select “More Filters.” Select “Yes” Under Approved Accommodations for this Course to view only students who are approved for accommodations in this course.

The screenshot displays the Washburn University course management interface. At the top, the Washburn University logo is on the left, and navigation icons are on the right. The breadcrumb trail reads "Home / Course / Course Details / Enrolled Students". The main heading is "Genetics (GEN01)". Below this, there are four tabs: "Course Details", "Enrolled Students" (which is selected), "Distraction Reduced Testing", and "Exam".

Under the "Enrolled Students" tab, there are several filter sections:

- Keywords:** A text input field.
- Semester:** A dropdown menu with "[select]" and a "Clear" button.
- Approved Accommodations for this Course:** Radio buttons for "Yes" (selected) and "No".

Below the filters are three buttons: "Apply Search", "Clear", and "Fewer Filters".

At the bottom of the filter section, there is a "Batch Options" button, the text "6 results", and a "Sort By: Last Name" dropdown menu with a "Showing 20" dropdown.

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To view resources uploaded by Student Accessibility Services, select “Resources” > “Resource Library”

The screenshot shows the Washburn University Accessibility Services Management System interface. At the top, the Washburn University logo is on the left, and navigation icons for accessibility (a person in a wheelchair) and AB are on the right. Below the logo, a breadcrumb trail reads "Home / Resources / Document Library". A left-hand navigation menu includes links for Home, Accommodation Letters, Courses, Resources (highlighted), Caption Requests, and My Account. The main content area is titled "resources" and features a search bar with the placeholder text "Keywords" and "Searches document name and description." Below the search bar are "Apply Search" and "More Filters" buttons. The results section shows "1 results" and a "Showing 20" dropdown menu. The first result is titled "Flex Plan" with a description: "Flex Plans are utilized for students who have been approved for either flexibility with attendance or flexibility with due dates. The interactiv..." and a "Show More" link. At the bottom of the page, it says "Accessibility Services Management System" and provides links for "Privacy Policy" and "Terms of Use".

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

The screenshot shows the homepage of the Accessibility Services Management System at Washburn University. The header is dark blue with the Washburn University logo on the left and two circular icons (a square with a checkmark and the letters 'AB') on the right. A left-hand navigation menu contains icons and labels for Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area is divided into three sections: 'Getting Started' with a list of 'Account Created' (checked) and 'Personal Profile' (selected); 'News Feed' with a welcome message and instructions on how to use the system; and a 'Submit Caption Request' button. The footer contains the text 'Accessibility Services Management System' and links to 'Privacy Policy' and 'Terms of Use'.

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

Washburn University

Student Accessibility Services

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Phone: 785-670-1622

Email: accommodations@washburn.edu

Washburn Institute of Technology

Student Accessibility Services

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Phone: 785-670-3364

Email: accommodations@washburn.edu

For questions regarding the interactive process, or departmental training on faculty portal accommodations please reach out to:

Heather Popejoy

Director for Student Accessibility Services

Phone: 785-670-1627

Email: heather.popejoy@washburn.edu

MK Hunt

Assistant Director

Phone: 785-670-3364

Email: mk.hunt@washburn.edu

If Faculty have any announcements that they wish to submit for the Student Portal for advertisement please email them to accommodations@washburn.edu

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