# 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.symplicity.com] and select "Faculty"
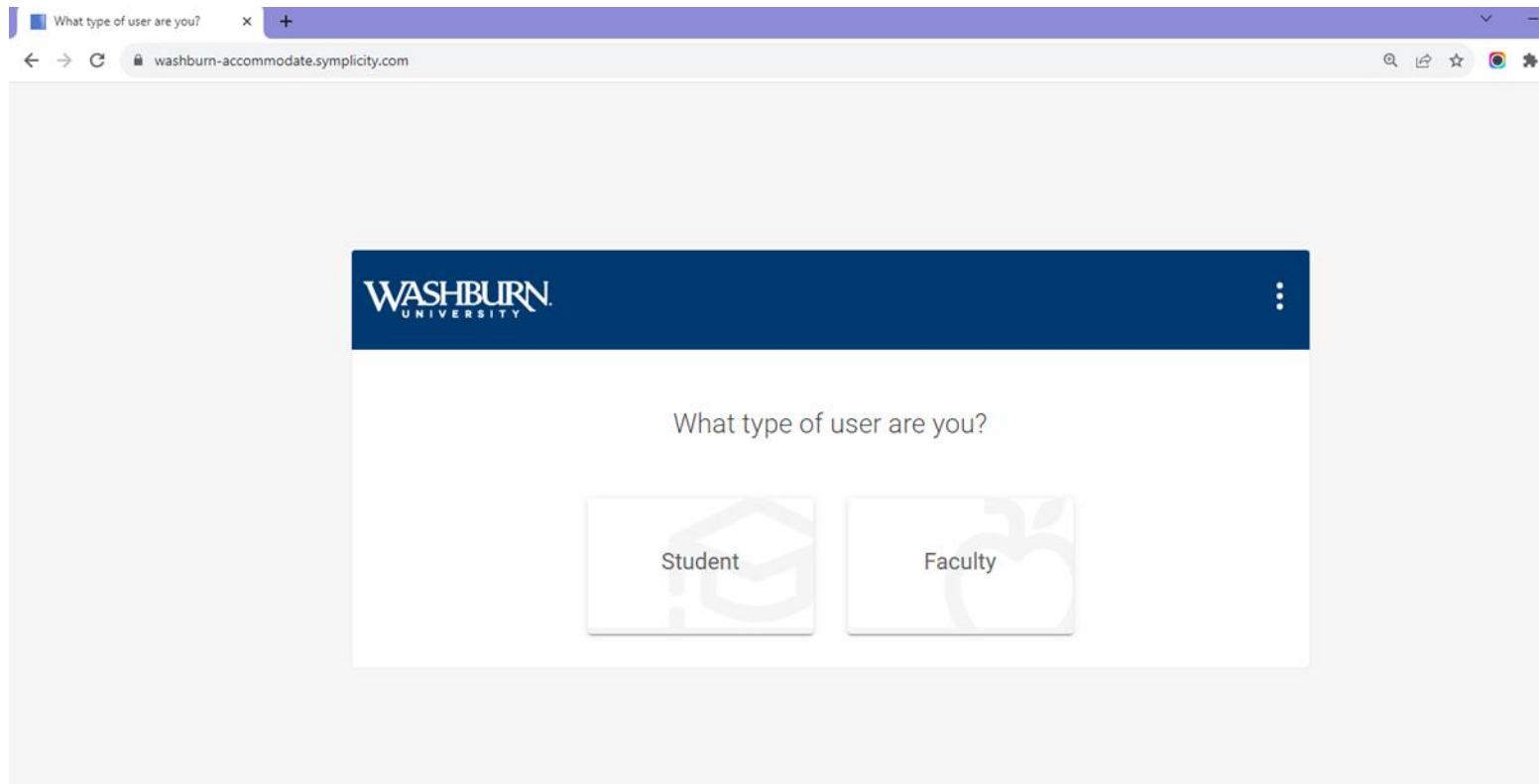
Washburn University
1700 SW College Ave. | Morgan Hall 105
Phone: 785-670-1622
Email: accommodations@washburn.edu

Washburn Institute of Technology
5724 SW Huntoon St. |Bldg A Center
Phone: 785-670-3364
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.

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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.

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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.
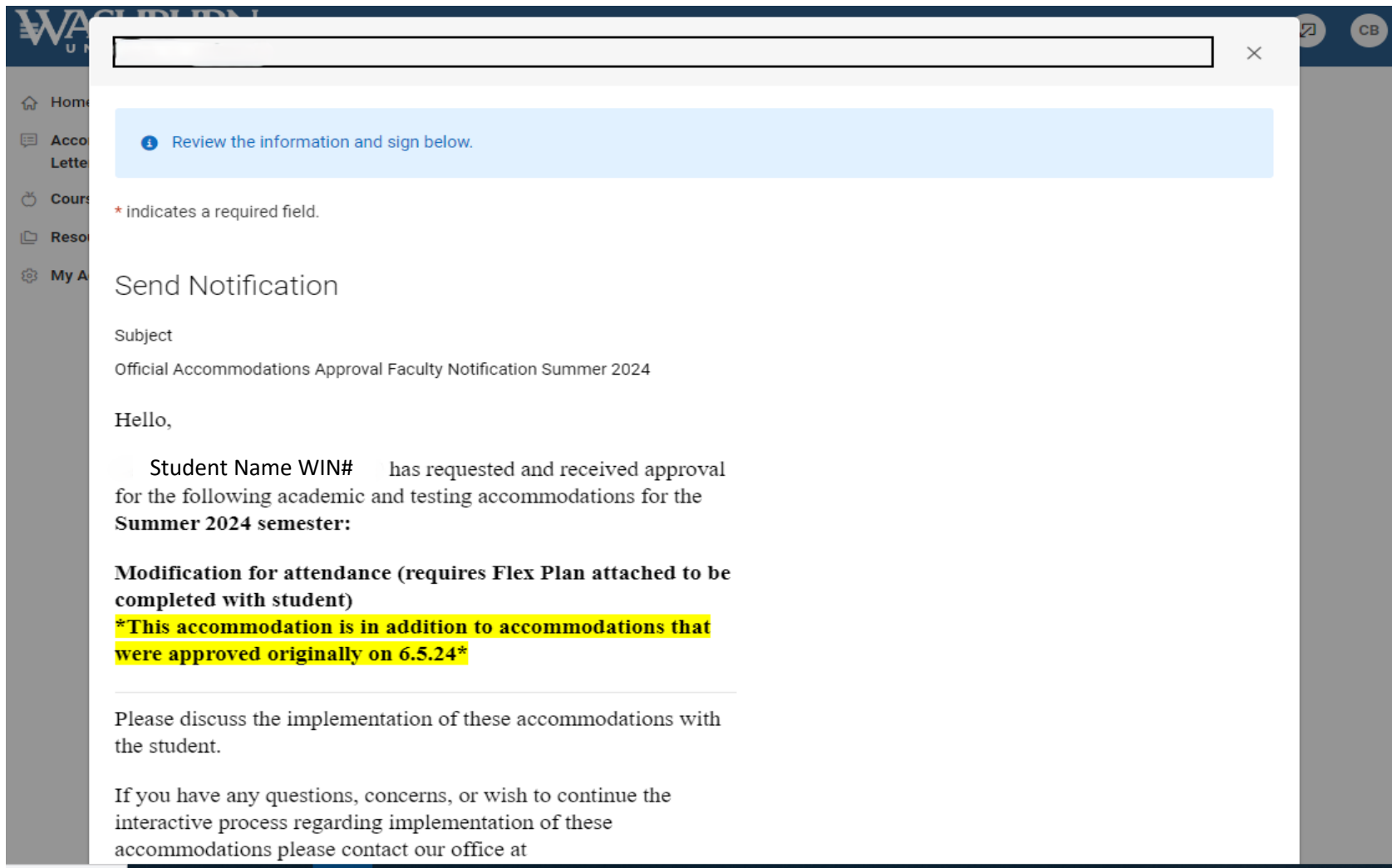
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To sign the letter in this window scroll to the bottom of your screen and type in your name. If you have multiple letters to sign, if you select NEXT in the bottom right corner will take you to the next letter you need to sign. *Reminder, signing does 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.

WASHBURN
UNIVERSITY

- Home
- Accommodation Letters
- Courses
- Resources
- My Account

Getting Started

✓ **Account Created**
✓ **Personal Profile**

News Feed

There are currently no announcements or notifications to display.

Accessibility Services Management System

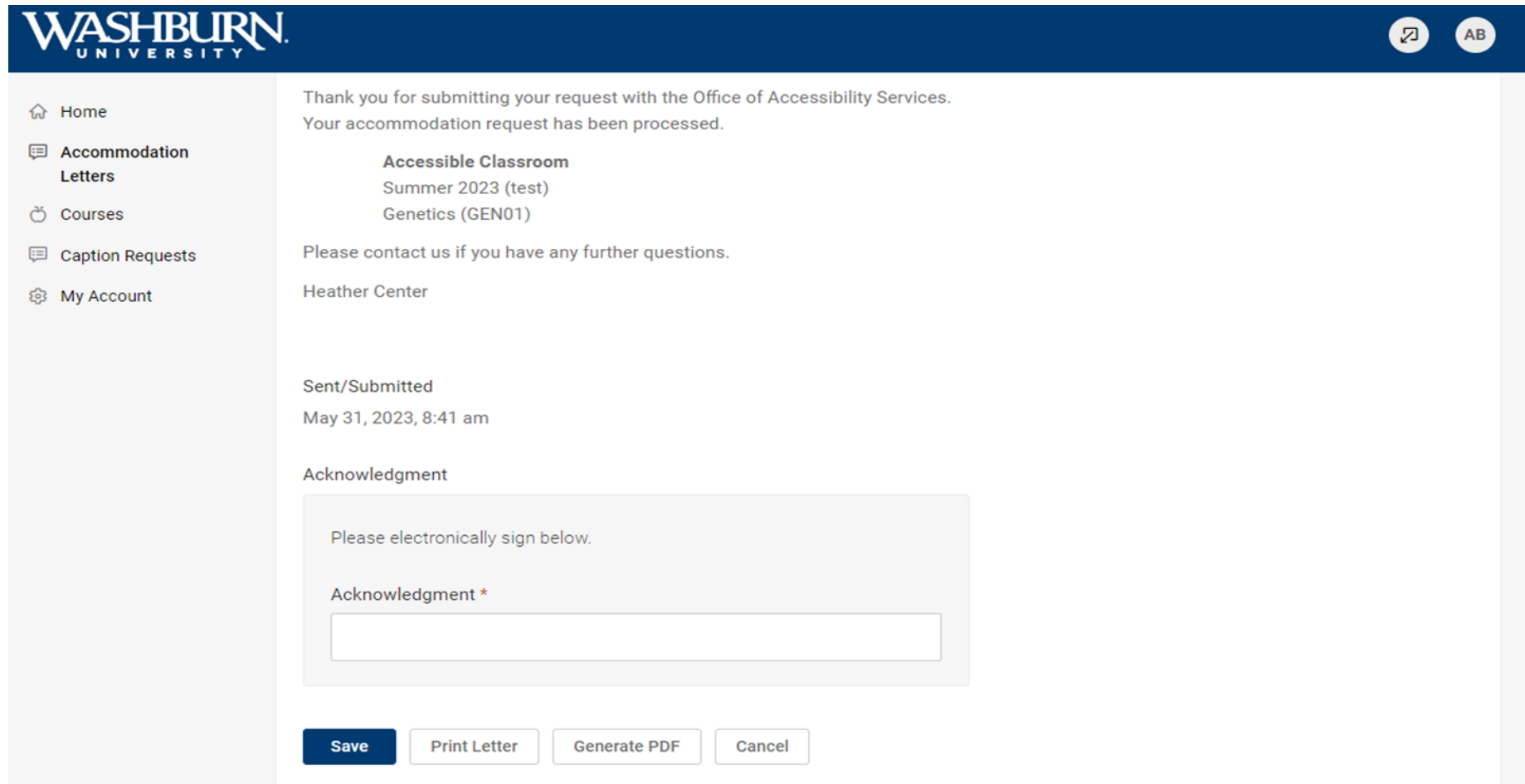**Privacy Policy** | **Terms of Use**

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**

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)"

WASHBURN UNIVERSITY

- Home
- Accommodation Letters
- Courses
- Caption Requests
- My Account

Thank you for submitting your request with the Office of Accessibility Services. Your accommodation request has been processed.

Accessible Classroom
Summer 2023 (test)
Genetics (GEN01)

Please contact us if you have any further questions.

Heather Center

Sent/Submitted

May 31, 2023, 8:41 am

Acknowledgment

Please electronically sign below.

Acknowledgment *

[   ]

Save   Print Letter   Generate PDF   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.

WASHBURN.
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Home / Course / Course Catalog

Course

Course Catalog   Past Courses

Keywords

Semester

Apply Search   Clear   More Filters

1 results   Showing   20 ⌄

Genetics

GEN01

◷ Date: June 01, 2023 - August 14, 2023

◷ Time: 2:30 pm - 4:00 pm

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.

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

WASHBURN.
UNIVERSITY

Home / Resources / Document Library

Home

Accommodation Letters

resources

Courses

Resources

Caption Requests

My Account

Keywords
Searches document name and description.

[ ]

Apply Search   More Filters

1 results   Showing   20 ∨

Flex Plan
Flex Plans are utilized for students who have been approved for either flexibility with attendance or flexibility with due dates. The interactiv...
Show More
Size -

Accessibility Services Management System   Privacy Policy | Terms of Use

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

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

Washburn University	Washburn Institute of Technology
Student Accessibility Services	Student Accessibility Services
1700 SW College Ave. | Morgan Hall 105	5724 SW Huntoon St. | Bldg A Center
Phone: 785-670-1622	Phone: 785-670-3364
Email: accommodations@washburn.edu	Email: accommodations@washburn.edu

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

Heather Popejoy	MK Hunt
Director for Student Accessibility Services	Assistant Director
Phone: 785-670-1627	Phone: 785-670-3364
Email: heather.popejoy@washburn.edu	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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