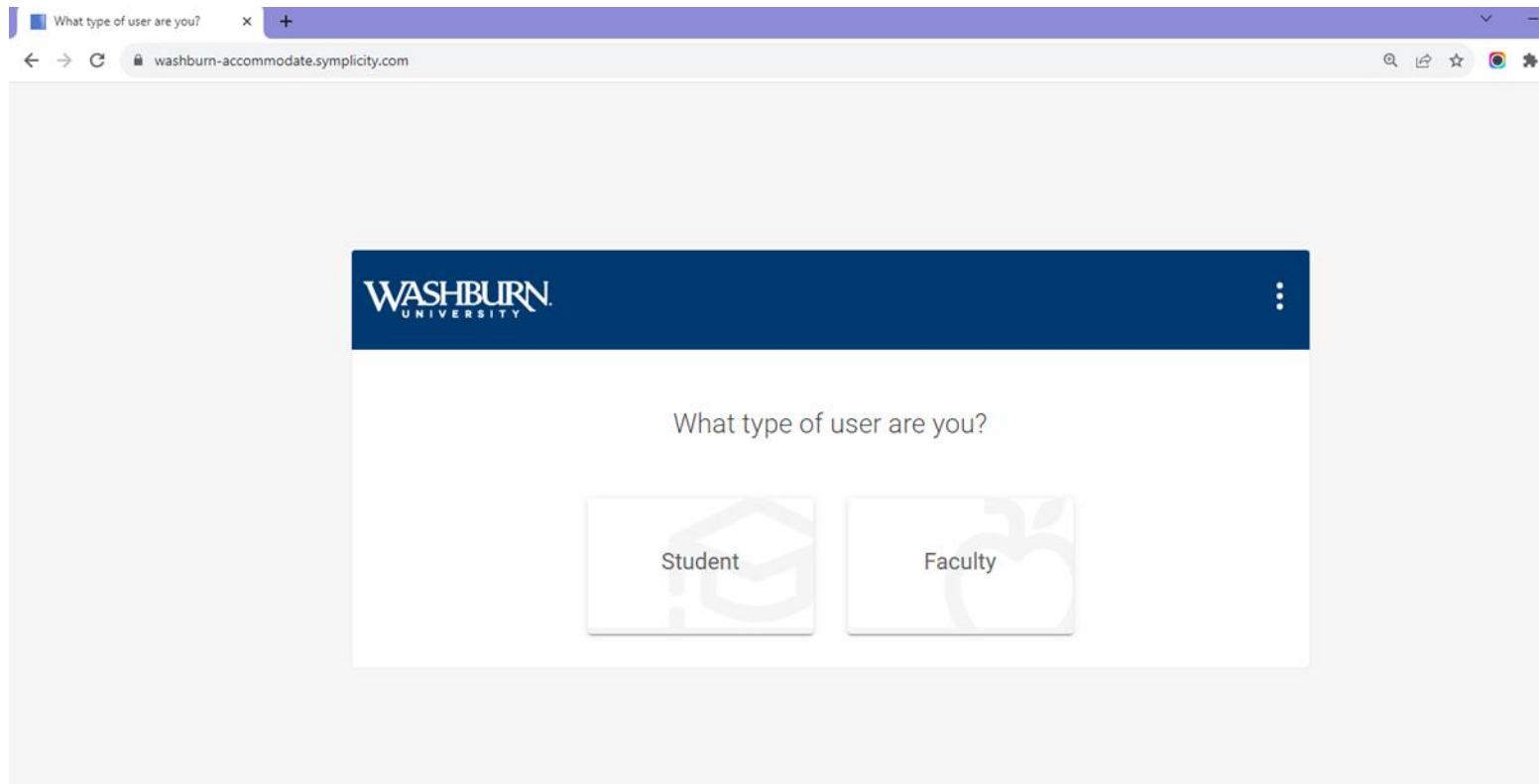# Accommodate Student User Instructions
Washburn University and Washburn Technical Institute

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.symplicity.com] and select "Student"

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" screen.

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To schedule a testing room for a distraction reduced environment in the Student Accessibility Office you'll go to the Testing Room tab. In this screen you'll see any scheduled tests or any pending tests that have been request. To schedule a new test, Select New Booking Request.

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Select the course you wish to schedule a testing room for, select the date, and scroll down to Check Availability. DO NOT CLICK ON ANYTHING ELSE BESIDES THE COURSE AND DATE YOU NEED. You should see then on the right-hand side a list of dates and times available to request a distraction reduced room in the SASO office. Choose the date and time you need, and a pop-up window will appear with the information that you need to fill out and select Submit Request. (please see Pop-up window on next page)

In the pop-up window please fill out the relevant information. For LENGTH, please put the class time your class has. Example, if you class is an hour put 60 minutes. Scroll to the bottom and press submit request.

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You should then notice you have a Pending Booking Request for your exam. You will receive a confirmation email from the SASO once your exam date/time has been approved. The booking request will then move from Pending to Approved on this screen. If you need to cancel any request, you need to contact SASO staff at the contact information below.

Once you have been approved for an exam, you will see the following on this page as all approved appointments move to the right hand side:

Home
Accommodation
Resources
Note-Taker Network
Surveys
Testing Room
Calendar
Profile

Alternative Testing Rooms

ⓘ Please make sure to ONLY select the DATE you need for the exam and then scroll down to CHECK AVAILABILITY. If you do not leave the other fields blank it may result in an error when attempting to book a testing room. If you are unable to find an appointment time, please contact our office at 785-670-1622. Dismiss

Pending Booking Requests

No records found.

Approved Booking Requests

1 results

M1 **Morgan Hall 105**   ⋮
Financial Accounting AC 224-A
May 10, 2024 9:00 am
Morgan Hall 1700 SW College Ave Topeka, KS 666...
Test scribe, Test reader, Distraction reduced enviro...

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Email: accommodations@washburn.edu

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

Washburn University	Washburn Institute of Technology
Student Accessibility Services Office	Student Accessibility Services Office
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 individualized training on the new accommodations software, please reach out to:

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