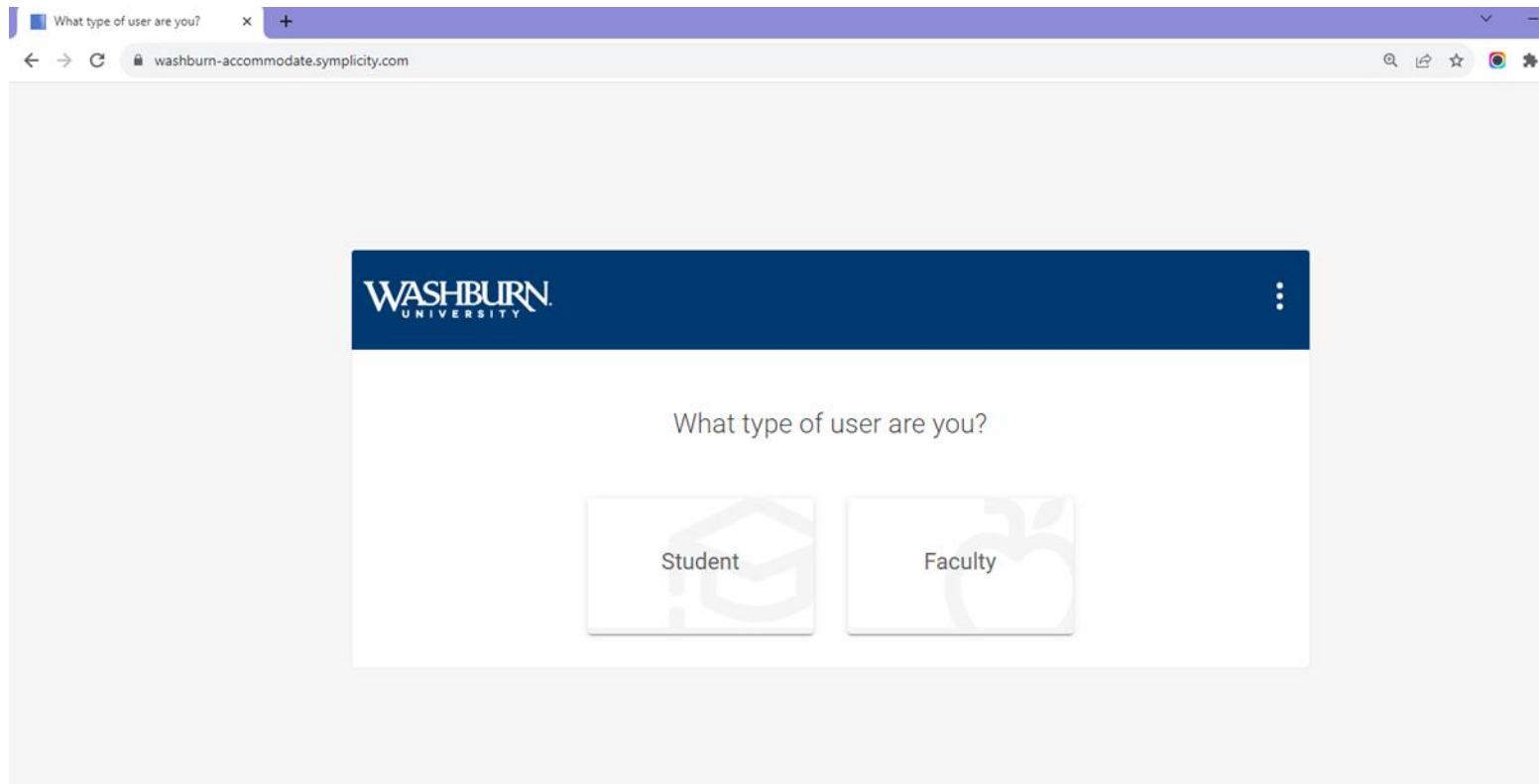


Accommodate Student User Instructions

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

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.

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 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.

The screenshot shows the Washburn University website interface for the Testing Room. At the top left is the Washburn University logo. To the right of the logo are two circular icons: one with a magnifying glass and another with the letters 'AH'. Below the logo is a vertical navigation menu with the following items: Home, Accommodation, Appointment, Resources, Surveys, Testing Room (highlighted), Calendar, and Profile. The main content area is divided into two columns: 'Pending Booking Requests' and 'Approved Booking Requests'. Both columns contain a large icon representing a document with a picture and a folder, and the text 'No records found.' Below the columns is a blue button labeled '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)

WASHBURN UNIVERSITY

- Home
- Accommodation
- Appointment
- Resources
- Surveys
- Testing Room**
- Calendar
- Profile

Course: Art History (AHIST)

Exam:

Date Range: 2023-07-28 to 2023-08-11

Time Range: 08:00 am to 04:30 pm

Building:

Specific Accommodation Required: Extended Test Time 1.5

▼ Saturday, Jul 29, 2023

<u>Morgan Hall 105</u> (50 of 50 slots available)	9:30 am
<u>Morgan Hall 105</u> (50 of 50 slots available)	10:00 am
<u>Morgan Hall 105</u> (50 of 50 slots available)	10:30 am
<u>Morgan Hall 105</u> (50 of 50 slots available)	11:00 am
<u>Morgan Hall 105</u> (50 of 50 slots available)	11:30 am
<u>Morgan Hall 105</u> (50 of 50 slots available)	12:00 pm
<u>Morgan Hall 105</u> (50 of 50 slots available)	12:30 pm
<u>Morgan Hall 105</u> (50 of 50 slots available)	1:00 pm
<u>Morgan Hall 105</u> (50 of 50 slots available)	1:30 pm

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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.

WASHBURN UNIVERSITY

Home
Accommodation
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Confirm Exam Booking

* indicates a required field

Testing Room *
Morgan Hall 105

Course *
Prep College Algebra Pathway MA 095-B (MA 095-B)

Testing Date *
November 28, 2023

Testing Time *
11:30 am

Length *
Completing this field will cause the page to reload. All fields will retain their values.

End Time

Morgan Hall 105
10, 20, 30, 40, 50, 60, 70, 75,
80, 90, 100, 110, 120 mins (50
of 50 slots available)

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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.

The screenshot shows the Washburn University Test Room Booking interface. The header includes the Washburn University logo and navigation icons. The left sidebar contains menu items: Home, Accommodation, Appointment, Resources, Surveys, Testing Room (selected), Calendar, and Profile. The main content area is titled 'Alternative Testing Rooms' and is divided into two sections: 'Pending Booking Requests' and 'Approved Booking Requests'. The 'Pending Booking Requests' section shows one result for 'M1 Morgan Hall 105', which is for an 'Art History' exam on 'July 29, 2023 9:30 am' at 'Morgan Hall 1700 SW College Ave Topeka, KS 666...'. A 'New Booking Request' button is located below this entry. The 'Approved Booking Requests' section displays a 'No records found' message with an icon of a document and folder.

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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 / Test Room Booking

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

Alternative Testing Rooms


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

Washburn University

Student Accessibility Services Office

1700 SW College Ave. | Morgan Hall 105

Phone: 785-670-1622

Email: accommodations@washburn.edu

Washburn Institute of Technology

Student Accessibility Services Office

5724 SW Huntoon St. | Bldg A Center

Phone: 785-670-3364

Email: accommodations@washburn.edu

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

Heather Popejoy

Director for Student Accessibility Services

Phone: 785-670-1627

Email: heather.popejoy@washburn.edu

MK Hunt

Assistant Director Student Accessibility

785-670-3364

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

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