

## Accommodate Faculty User Instructions

Binghamton University Services for Students with Disabilities (SSD)

The SSD office is happy to announce a major change in the way faculty will access student accommodation information. Faculty will now have the ability to review their students' accommodations in one place, through Accommodate, Binghamton University's accommodation system.

**Log-in to Accommodate here:** [<https://binghamton-accommodate.symplcity.com/sso/faculty>]. **You will enter your PODS username and password. You will then be directed to enter your six digit code for the 2 factor authentication.**


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### Central Authentication Service (CAS)

Students, please remember to upload your vaccination proof through the [Student Health Portal](#)

Sign in with your Binghamton University  
BU Computer Account

Username: username or username@tenant

Password: 

Remember Me

**LOGIN**

[Forgot your username?](#)  
[Forgot your password?](#)

Brightspace Guests  
QuikPAY - Authorized Payer

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

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

The screenshot shows the 'Accommodate' website interface. At the top left is the logo 'Accommodate' and at the top right is a user profile icon with the initials 'JP'. A left-hand navigation menu contains the following items: Home (with a house icon), Accommodation Letters (with a document icon), Courses (with a graduation cap icon), Caption Requests (with a document icon), and My Account (with a person icon). The main content area is titled 'Getting Started' and contains two radio button options: 'Account Created' (which is selected) and 'Personal Profile'. To the right of these options is a dark green button labeled 'Submit Caption Request'. Below this is a 'News Feed' section with a white background. It features a heading 'ATTENTION STUDENTS SUBMITTING SEMESTER REQUESTS' followed by a sub-heading 'SUBMITTING SEMESTER REQUESTS'. The text below reads: 'The system automatically checks all course boxes, even if you are not enrolled currently. **Please uncheck any that are no longer applicable!**'. A 'REMINDER' follows, stating: 'please contact your professors regarding the implementation of your accommodation(s) after the letter is sent, or it is assumed you do not need/want the accommodations.' At the bottom right of the news feed is a link 'View All Announcements'. At the very bottom of the page, there is a footer with 'Accessibility Services Management System' on the left and 'Privacy Policy | Terms of Use' on the right.

To view a student's accommodation letter select "Accommodation Letters." Select the letter that you wish to view. Once reviewed you can enter your initials and the text in the black box will indicate "Reviewed". If you don't initial the black box will remain labeled "Not Reviewed".

The screenshot shows the 'Accommodate' website interface. On the left is a navigation menu with 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 a 'Keywords' label and a placeholder 'Searches title and description'. Below the search bar are 'Apply Search' and 'More Filters' buttons. The results section shows '1-20 of 28 Results' and a sorting option 'SORT BY: Sent/Submitted'. Three accommodation letters are listed, each with a 'NOT REVIEWED' status. The letters are for student A00696-2021/Jeremy Pelletier in courses PLSC 599, PSYC 111, and PLSC 200. All letters were sent on January 04, 2022, at 11:06 am.

Accommodate JP

Home / Accommodation Letters / Accessibility Letter List

## Accommodation Letters

Keywords  
Searches title and description

**Apply Search** More Filters

1-20 of 28 Results SORT BY: Sent/Submitted Showing 20

**Academic Accommodation Letter for Student** **NOT REVIEWED**  
A00696-2021/Jeremy Pelletier  
PLSC 599 - American Foreign Policy ()  
Sent on January 04, 2022, 11:06 am

**Academic Accommodation Letter for Student** **NOT REVIEWED**  
A00696-2021/Jeremy Pelletier  
PSYC 111 (Cognition )  
Sent on January 04, 2022, 11:06 am

**Academic Accommodation Letter for Student** **NOT REVIEWED**  
A00696-2021/Jeremy Pelletier  
PLSC 200 (Intro to Political Theory)  
Sent on January 04, 2022, 11:06 am

**Academic Accommodation Letter for Student** **NOT REVIEWED**

Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. return to the full list, select “Return to List (Accommodation Letter)”

The screenshot displays the 'Accommodate' web application interface. On the left is a navigation sidebar with links for Home, Accommodation Letters, Courses, Caption Requests, and My Account. The main content area shows the breadcrumb 'Home / Accommodation Letters / Accommodations Letters Details' and a title 'Accessibility Letter sent at 2022-01-04 11:06:30'. Below the title are buttons for 'Save', 'Print Letter', 'Generate PDF', and 'Cancel'. A note states '\* indicates a required field'. The 'Send Notification' section includes a 'Subject' field with the text 'Academic Accommodation Letter for Student' and an 'HTML Body' field containing the Binghamton University logo and contact information for Services for Students with Disabilities. The letter body text includes the following details:

**TO:** Jeremy Pelletier  
**FROM:** Mark Rice, Ph.D., Acting Director, SSD  
**DATE:** January 04, 2022  
**SUBJECT:** ACADEMIC ACCOMMODATIONS FOR STUDENT, Peyton Manning B00999999

**The following information is confidential.** Students' rights to privacy regarding their disability-related needs must always be respected. This information should never be shared unless related to the provision of this student's accommodations.

Peyton Manning is registered with Services for Students with Disabilities. Binghamton University has a legal and ethical responsibility to provide for academic accommodations that ensure equal access and opportunity for students with disabilities. We appreciate your cooperation in ensuring their

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.

The screenshot shows the Accommodate website interface. At the top left is the logo "Accommodate" and a user profile icon "JP" at the top right. A navigation sidebar on the left contains links for Home, Accommodation Letters, Courses, Caption Requests, and My Account. The main content area has two tabs: "Course Catalog" (selected) and "Past Courses". Below the tabs are search filters: a "Keywords" text input field and a "Semester" dropdown menu. Below these filters are buttons for "Apply Search", "Clear", and "More Filters". The search results section shows "3 Results" and a sorting option "SORT BY: Title". Three course entries are listed:

- PLSC 200**  
Intro to Political Theory  
Date: December 27, 2021 - January 14, 2022  
Time: 5:00 pm - 7:00 pm
- PLSC 599 - American Foreign Policy**  
Date: December 27, 2021 - January 14, 2022  
Time: 10:00 am - 11:00 am
- PSYC 111**  
Cognition  
Date: December 27, 2021 - January 14, 2022  
Time: 2:00 pm - 3:00 pm

At the bottom of the page, there is a footer with "Accessibility Services Management System" on the left and "Privacy Policy | Terms of Use" on the right.

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.

Accommodate JP

Home / Course / Course Details / Enrolled Students

Home / Course / Course Details / Enrolled Students

## PLSC 200 (Intro to Political Theory)

Course Details **Enrolled Students**

Keywords

Semester

[select] Clear

Approved Accommodations for this Course

Yes  no

**Apply Search** Fewer Filters

5 Results LIST SORT BY: Last Name Showing 20

**Elway, John (B00123456)**  
jelway123@binghamton.edu  
Accommodations:  
-  Permission to Audio Record Class  
-  Reduced Distraction Testing  
-  Extended time on all graded assessments(2x). This accommodation does not generally apply to assessments that allow students 24 hours or more to cc

**Lewis, Anne (B00111111)**  
alewis123@binghamton.edu  
Accommodations: No Course Accommodations