INSTRUCTIONS FOR REQUESTING ACCOMMODATION LETTERS

1. Enter SSD Website [https://www.binghamton.edu/ssd/](https://www.binghamton.edu/ssd/), go to ‘SSD Registered Students’ tab, then ‘Request Academic Accommodation Letters’.
2. Click on the link ‘Accommodate Login’ (login with your BU userid & password)
3. You should be on Screen 1 below
4. Go to ‘Accommodation’ heading pick Semester Request

SCREEN 1

5. You should be on Screen 2 below
6. Select Semester Request tab, SKIP DOWN to ‘Add New’

SCREEN 2

7. Select the CURRENT Semester Academic Year (enrolled courses should have populated for the semester selected)
8. Select Review Renewal (can review all accommodations for each class), keep COURSES you want accommodations for.
9. Read ‘Student Statement of Responsibility’ and select “I Agree” (for EACH Accommodation) selected.
10. Click Submit

Your Semester Request will come to our office for approval. Once the request is approved & processed, you will be notified by email.