INSTRUCTIONS FOR REQUESTING ACCOMMODATION LETTERS

- 1. Enter SSD Website <u>https://www.binghamton.edu/ssd/</u>, go to 'SSD Registered Students' tab, then 'Request Academic Accommodation Letters'.
- 2. Clink 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

A	bomnooo	at	,,e		
۵ ا	Home Accommodation Accessibility Request	^	News Feed There are currently no announcements or notifications to display.	 M	shortcuts My Activity Summary
	Semester Request Accommodation Letters Equipment		Accessibility Services Management System		Privacy Policy Terms of Use
þ	Documents				
Ê	Surveys				
☐ ©	Calendar Profile				

5. You should be on Screen 2 below

Select Semester Request tab, SKIP DOWN to 'Add New'							
යි Home	tome Return to Accommodation Return to list (Accommodation)						
Accommodation Accessibility	ccommodation Accommodation						
Request Semester Request	Accessibility Request Semester Request Letters Equipment						
Accommodation Letters Equipment	Semester						
Documents	DO NOT 'APPLY SEARCH' SKIP THIS PART, GO						
C Resources	DOWN TO 'ADD NEW'						
Surveys Calendar	Add New 2 Results 17 SORT BY: Date Needed ~ Showing 20 ~						

- 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 checked ☑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. Requests can take up to 2 business days to process, once processed, your accommodation letter will be emailed to you, and your professors will be notified by email. Also you must follow up with your professors on how your accommodation(s) will be implemented.