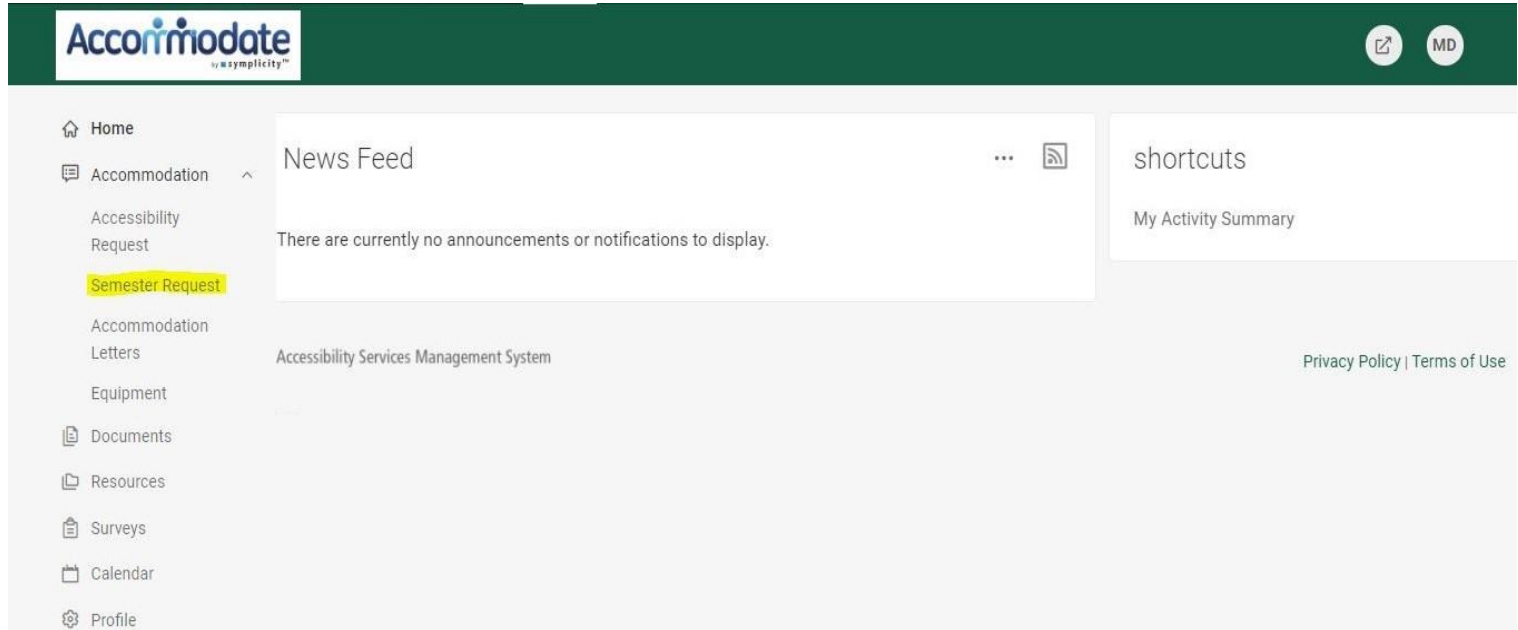


INSTRUCTIONS FOR REQUESTING ACCOMMODATION LETTERS

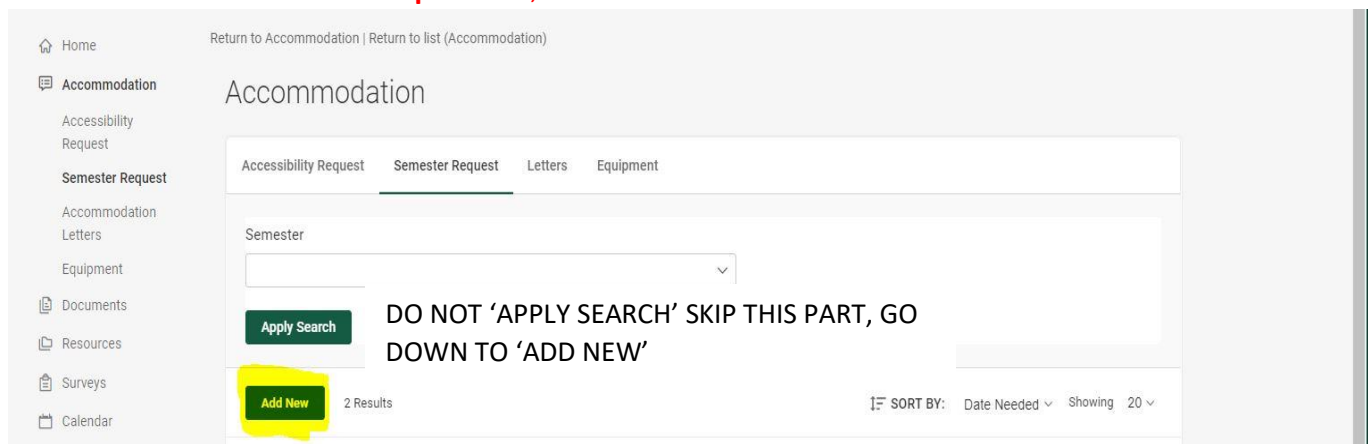
1. Enter **SSD Website** <https://www.binghamton.edu/ssd/>, go to 'SSD Registered Students' tab, then 'Request Academic Accommodation Letters'.
2. Click on the link 'Accommodate Login' (login with your BU userid & password)
3. You should be on **Screen 1** below
4. Go to 'Accommodation' heading pick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