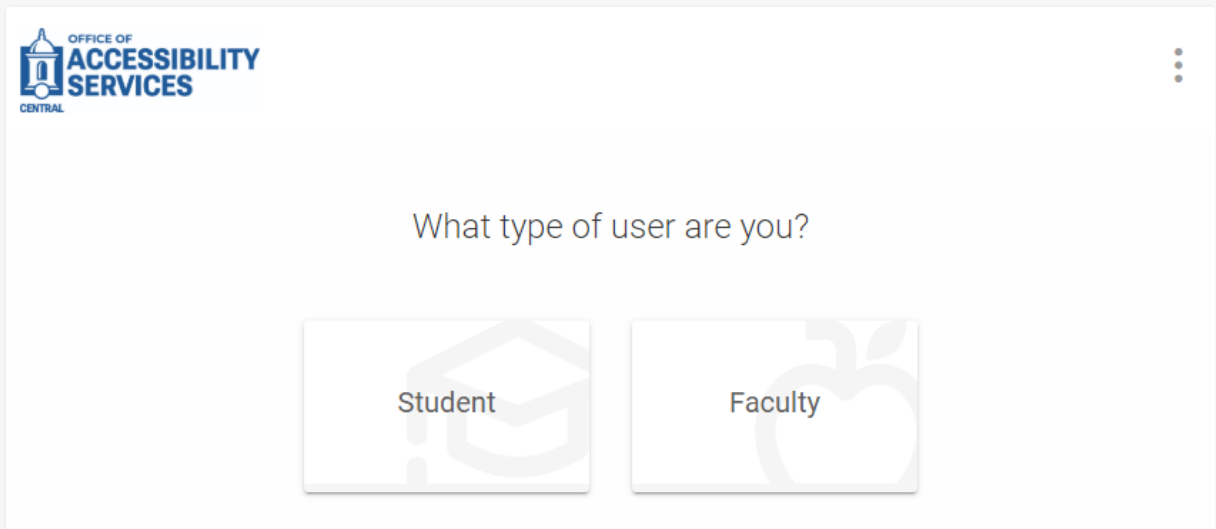## Faculty User Instructions for *Accommodate* Letters of Accommodation

The Office of Accessibility Services has launched a new Faculty Portal through *Accommodate*, our office's data management system. Through this portal, faculty will review and sign Letters of Accommodation.

Below you will find instructions on how to review and sign each Letter of Accommodation.

Login to *Accommodate* here: ccsu-accommodate.symplicity.com and select "Faculty", please note, the *Accommodate* Portal utilizes single sign on. Please use your CCSU BlueNet ID and password.

After you login, please review "Letters to Review" found at the top of your home screen. Then select "Review" for each student.

Read through the Accommodation Letter, add your signature, and select "Sign".

Please electronically sign below. This signature confirms that you have received and reviewed the Letter of Accommodation.

Your Signature *

[   ]

Sign