

Accommodate for Returning DSS Students

Completing a Semester Request

- 1) Log into your Accommodate profile at <https://uah-accommodate.symlicity.com/students/> and use your username and password that you set up with the secretary
- 2) If you do not have a username and password set up with Accommodate yet, ask the secretary Stephanie to send an email to your UAH account with the link to set up your login
- 3) Once you are logged in to Accommodate, hover over the “Accommodation” tab at the top of the screen and click on “Semester Request” from the drop down menu
- 4) Click on the “Request Accommodation” button and the accommodations that you need using the “Accommodation Type” drop-down option
- 5) Choose the Semester and select your classes for the accommodation, and press the “Request Additional Accommodation” button at the bottom to add each of your accommodations
- 6) Press the “Submit” button when you are done selecting all of your accommodations
- 7) Once the Senior Coordinator approves your Semester Request on Accommodate, you will get an email to your UAH account with your LOA in the body of the email
- 8) Print this email out and show to all of your professors for the semester