



Accommodate Faculty User Instructions

Accessibility and Disability Services implemented a new accommodation management platform called Accommodate. The Accommodate [portal](#) will house important information about your students' accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

Logging Into Accommodate

- Start by logging into [Accommodate](https://towson-accommodate.symplcity.com) with your Towson credentials (<https://towson-accommodate.symplcity.com>) then select '**Faculty.**'
- After you login, you are in the "**Home**" section of Accommodate.

Viewing Students Registered with Approved Accommodations

In the Accommodate portal, you can view the students who are enrolled in your class and view accommodations for student who have requested their letter of accommodation for the current semester. Below are instructions to view this list.

- After logging in, select "**Courses.**" A list of courses that you are teaching will appear.
- Choose the course that you would like to view.
- Click on the "**Enrolled Students**" tab to view all student enrolled in the course. This will allow you to see students who have accommodations as well as those who do not (this is updated daily).
- To view **only** students who are approved for accommodations in this course, click on "**More Filters,**" select the current semester, and "**yes.**" Then click apply search.

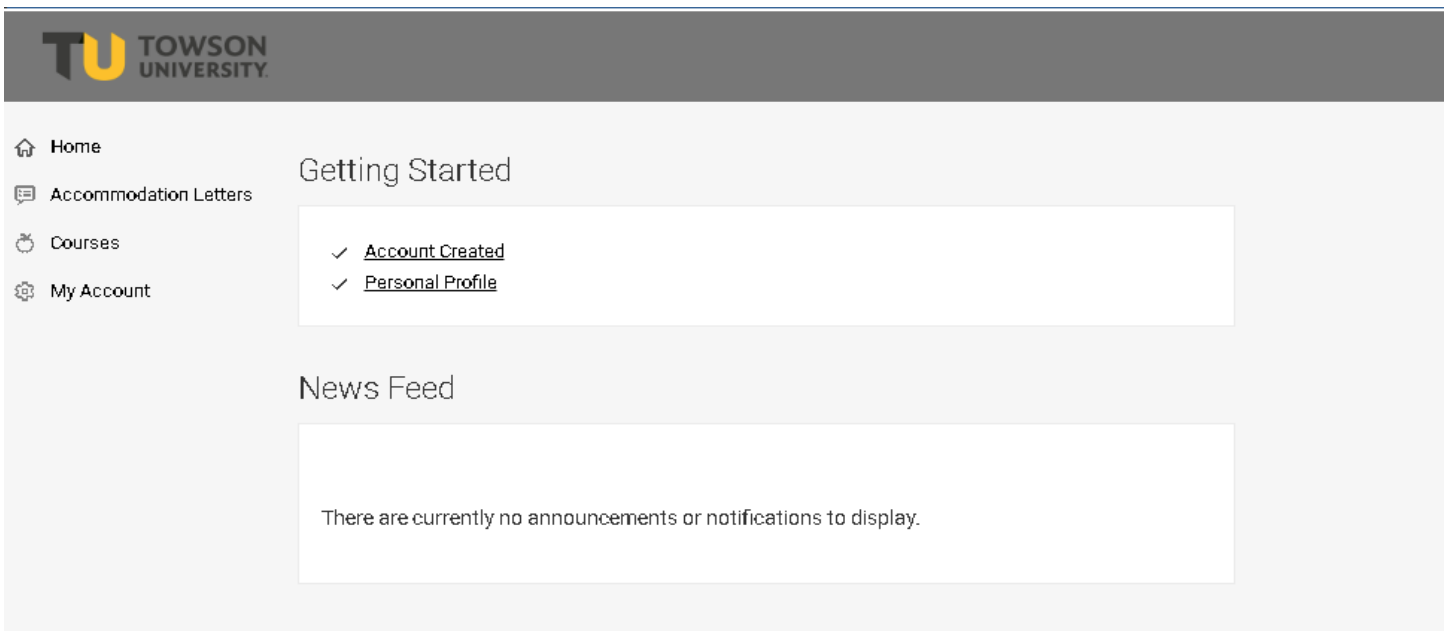
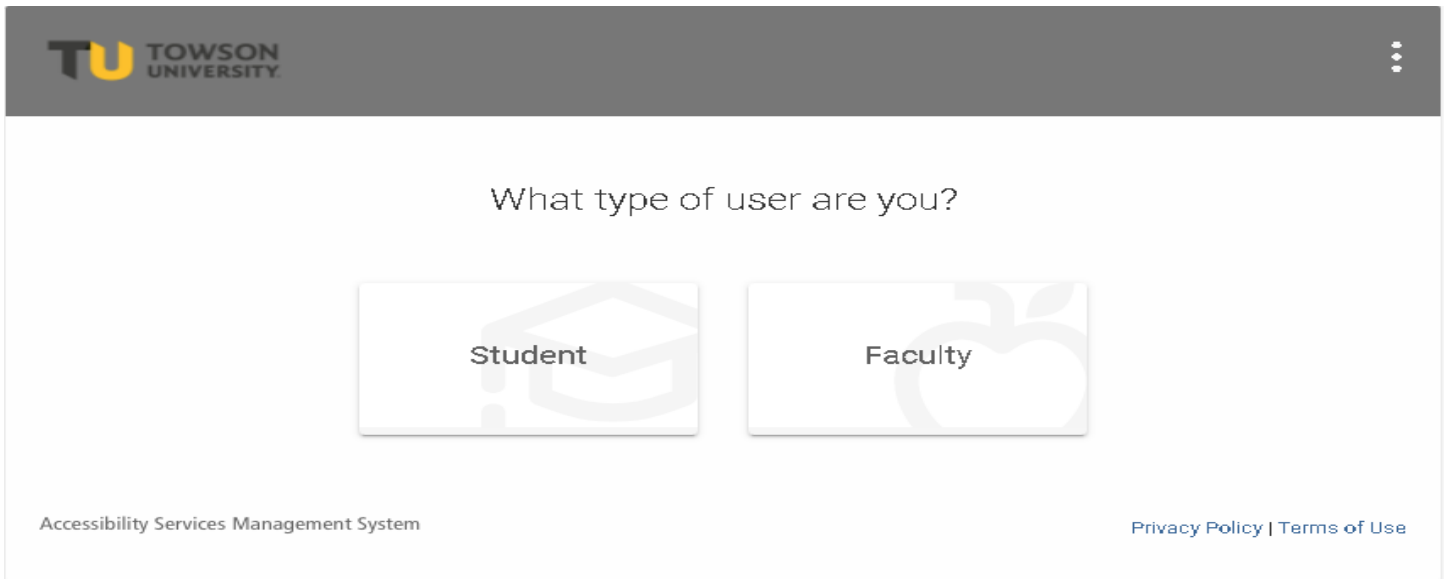
The following pages are the same instructions with images.

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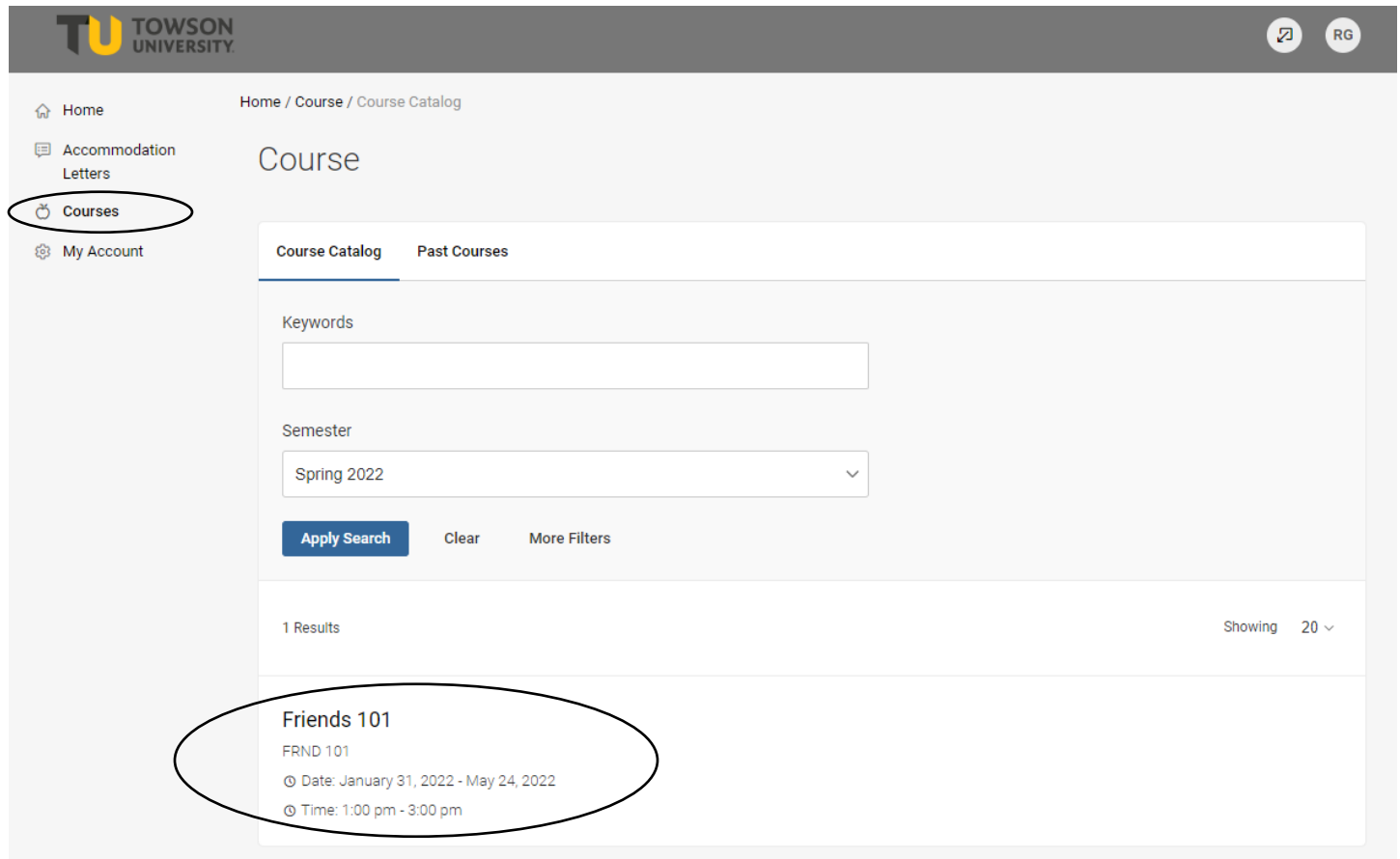
- Start by logging into **Accommodate** with your Towson credentials (<https://towson-accommodate.symlicity.com/>) then select **'Faculty.'**
- After you login, you are in the **"Home"** section of Accommodate.



Viewing Students Registered with Approved Accommodations

In the Accommodate portal, you can view the students who are enrolled in your class and view accommodations for student who have requested their letter of accommodation for the current semester. Below are instructions to view this list.

- After logging in, select “**Courses.**” A list of courses that you are teaching will appear.
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The screenshot displays the Towson University Accommodate portal interface. At the top left is the TU TOWSON UNIVERSITY logo. The breadcrumb trail reads "Home / Course / Course Catalog". The left sidebar contains navigation links: Home, Accommodation Letters, Courses (circled in black), and My Account. The main content area is titled "Course" and features a search filter section with tabs for "Course Catalog" and "Past Courses". The search filters include a "Keywords" text input field, a "Semester" dropdown menu set to "Spring 2022", and buttons for "Apply Search", "Clear", and "More Filters". Below the filters, it indicates "1 Results" and "Showing 20" items. The single result is "Friends 101" (FRND 101), which is circled in black. The details for this course are: "Date: January 31, 2022 - May 24, 2022" and "Time: 1:00 pm - 3:00 pm".

- Click on the **Enrolled Students** tab to view all student enrolled in the course. As shown below, this will allow you to see students who have accommodations as well as those who do not (this is updated daily).

Home / Course / Course Details / Enrolled Students

Friends 101 (FRND 101)

Course Details **Enrolled Students** ADS Testing Services Center Uploaded Exams

Keywords

Apply Search More Filters

2 Results SORT BY: Last Name ▾ Showing 20 ▾

Buffay, Phoebe (0000001)
Accommodations: No Course Accommodations

Tribbiani, Joey (0000002)
Accommodations:
 - @Classroom/Format/Alternative format textbooks
 - @Classroom/Services/Access to PowerPoints
 - @Testing/Time/1.5x Time

- To view **only** students who are approved for accommodations in this course, click on “**More Filters**,” select the current semester, and “yes.” Then click apply search.

Home / Course / Course Details / Enrolled Students

Friends 101 (FRND 101)

Course Details Enrolled Students ADS Testing Services Center Uploaded Exams

Keywords

Semester

Fall 2022

Spring 2022

Summer 2022

Approved Accommodations for this Course

Yes no

Apply Search Clear Fewer Filters

- Home
- Accommodation Letters
- Courses
- My Account

Home / Course / Course Details / Enrolled Students

Friends 101 (FRND 101)

Course Details **Enrolled Students** ADS Testing Services Center Uploaded Exams

Keywords

Semester

- Fall 2022
- Spring 2022
- Summer 2022

Approved Accommodations for this Course

- Yes
- no

Apply Search

Clear

Fewer Filters

1 Results

Showing 20

Tribbiani, Joey (0000002)

Accommodations:

- @Classroom/Format/Alternative format textbooks
- @Classroom/Services/Access to PowerPoints
- @Testing/Time/1.5x Time