

Working Within Accommodate

This document will help guide you through some of the necessary features you will need to know when working within Accommodate.

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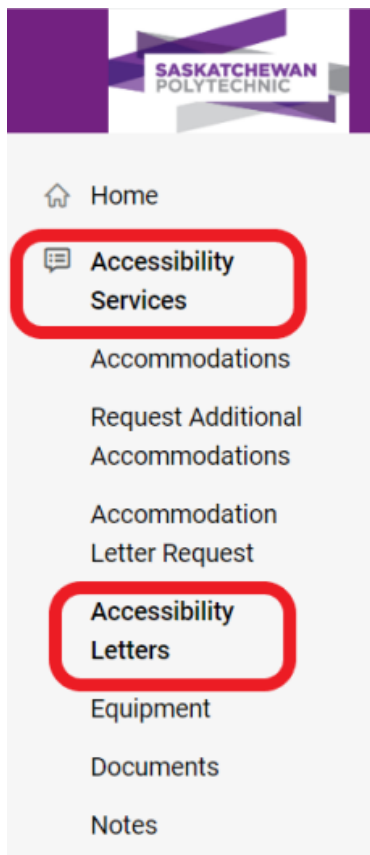
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Signing Consents, Contracts and Accommodation Letters

Accessibility Consultants will go through Internal and Telehealth Consent with you at your appointment. These documents will be sent to you through Accommodate so you can sign them. You can withdraw your consent at any time by contacting your Accessibility Consultant.

The Accommodation Contract letter details the accommodations that you and your consultant discussed to support your academic needs. This letter will only be shared with people on a need-to-know basis to facilitate accommodation provision (e.g., Program Heads, Instructors, Assistive Technologists).

Log into [Accommodate](#). To sign your letters (e.g., Consents, Contracts, Accommodation Letters), you will need to follow these steps:



- Click on the “Accessibility Services” tab on the left sidebar
- Click “Accessibility Letters” in the submenu



saskpolytech

saskpolytech.ca



- Choose the letter that needs to be signed from the list

Return to Accommodation | Return to list (Accommodation)

Accommodation

Accommodations Request Additional Accommodations Accommodation Letter Request Accessibility Letters Equipment Dc

7 Results SORT BY: Created Showing 20

- Accommodation Letter** PLEASE REVIEW
 Harry Potter
 Created on August 10, 2022, 2:21 pm
- Accessibility Services Accommodation Contract** PLEASE REVIEW
 Harry Potter
 Created on August 10, 2022, 2:20 pm
- Telehealth Consent** PLEASE REVIEW
 Harry Potter
 Created on August 10, 2022, 2:20 pm
- Internal Consent with Accessibility Services** PLEASE REVIEW
 Harry Potter

- Review the letter
- Scroll to the bottom of the letter and sign the letter
- Type your first and last name, then click save.
- You can also print your letter or save it as a PDF for your records

Please electronically sign below.

Signature *

Please type your First and Last Name

John Doe

Save Print Letter Generate PDF Cancel

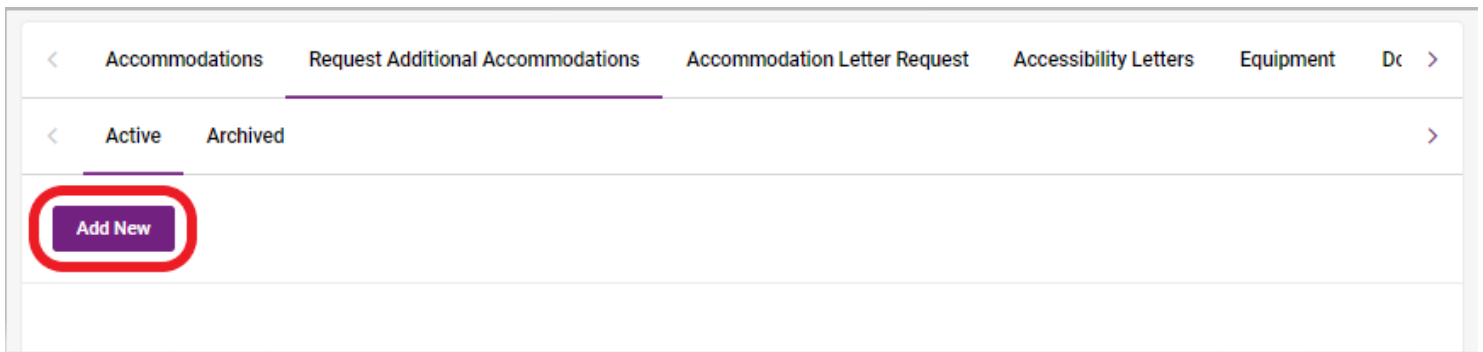
Request Additional Accommodations

You might find that your needs are changing as your progress through your program, or that your diagnosis has been changed. You can use accommodate to request additional accommodations through your portal, or by booking an appointment with your Accessibility Consultant.

[Log into accommodate.](#)

To request additional accommodations, follow these steps:

- Click on the “Accessibility Services” tab on the left sidebar and then “Request Additional Accommodations”
- Click “Add New”



- From here, follow the directions on the webpage and click “submit”
- If you have any questions, you can contact your Accessibility Consultant.

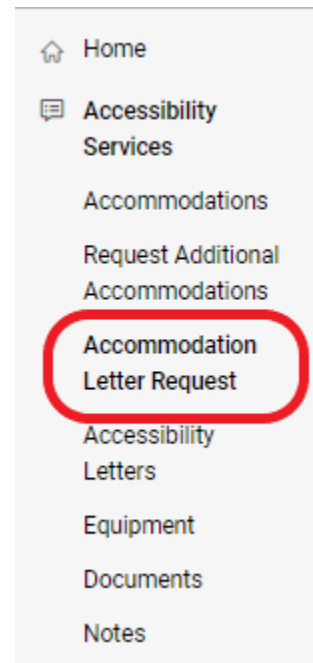
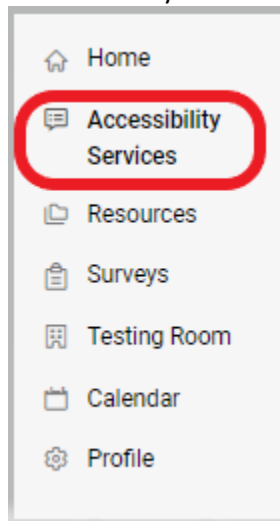
Accommodation Letter Requests

You will use Accommodate to request accommodation letters from your portal. These will be sent to your Program Head who will inform your instructors of your accommodations. You can only request accommodations that you are currently approved for. If you need to make changes to your accommodations for the upcoming term / quad, please contact your Accessibility Consultant.

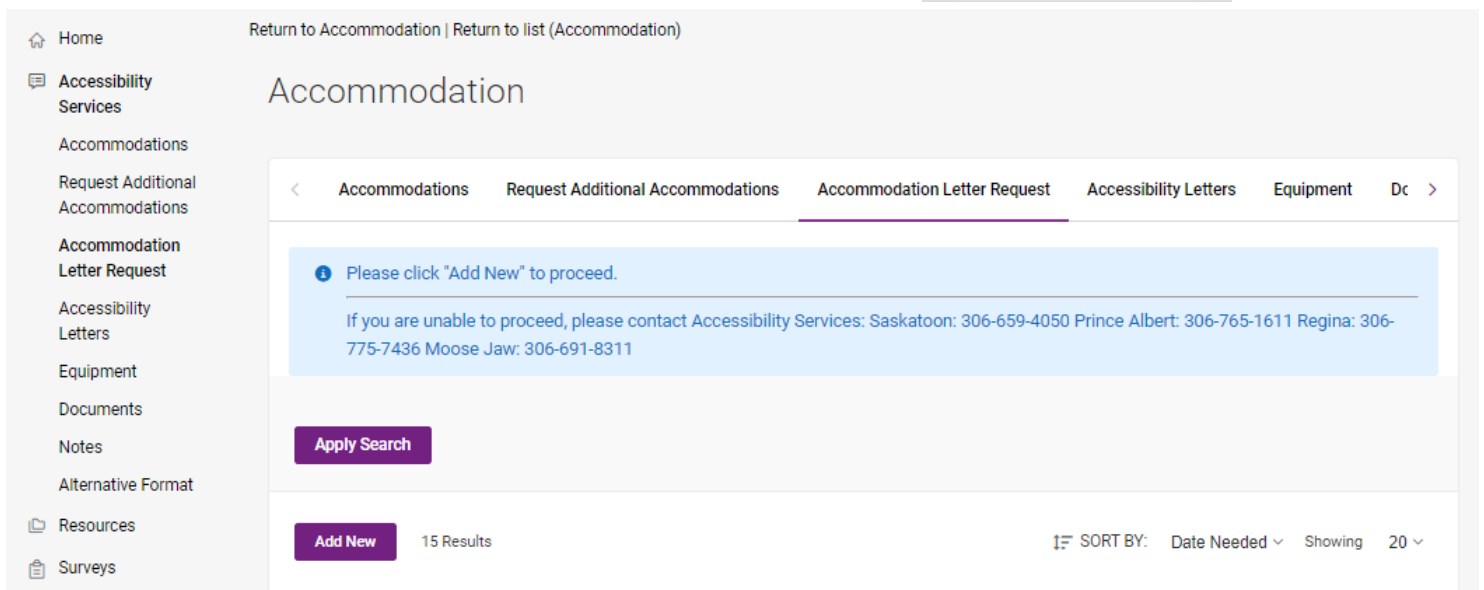
[Log into accommodate.](#)

To request accommodation letters, follow these steps:

- Click on the “Accessibility Services” tab on the left sidebar and then “Accommodation Letter Request”



- Click Add New, if this does not work, call Accessibility Services

A screenshot of the Accommodation portal interface. The left sidebar shows the navigation menu with 'Accessibility Services' selected. The main content area has a breadcrumb trail: 'Return to Accommodation | Return to list (Accommodation)'. Below this is the title 'Accommodation' and a sub-menu with 'Accommodation Letter Request' selected. A blue notification box contains the text: 'Please click "Add New" to proceed. If you are unable to proceed, please contact Accessibility Services: Saskatoon: 306-659-4050 Prince Albert: 306-765-1611 Regina: 306-775-7436 Moose Jaw: 306-691-8311'. Below the notification is an 'Apply Search' button. At the bottom, there is an 'Add New' button, '15 Results', and a 'SORT BY: Date Needed' dropdown menu.

- Click on the Semester drop down, and choose your upcoming Semester. If you click a semester, and no classes appear, try another semester, or contact your Accessibility Consultant.

Accommodation

< Accommodations Request Additional Accommodations **Accommodation Letter Request** Accessibility Letters Equipment Dc >

i You have been approved for:
Exam Accommodations/1.5x Extended Time for exams
Classroom Accommodations/
Tutoring/Private Tutoring

Semester
 2022/2023 Academic Year 202209

Submit For All Accommodations Review The Renewal

Environmental Design
 END 110-01
 Starts August 03, 2022
 Ends June 30, 2023

Intro to Biology
 BIO 101
 Starts July 01, 2022
 Ends June 30, 2023

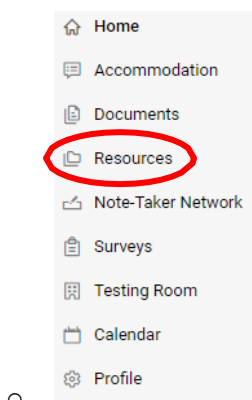
- Fall Semester, Academic Year and Fall Continuing Ed are the most common
- When you choose your semester, your classes will appear on the right side.
- You will click “Submit for All Accommodations”
- “Review The Renewal” will allow you to renew only some of your approved accommodations.
- You will get an email when your Accommodation Letters have been sent

Resources

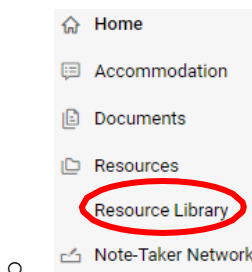
Accommodate has a library of useful resources for you to access. You can find a variety of information about services offered by Accessibility Services. As well as useful guides and forms.

To use the resource library, follow these steps:

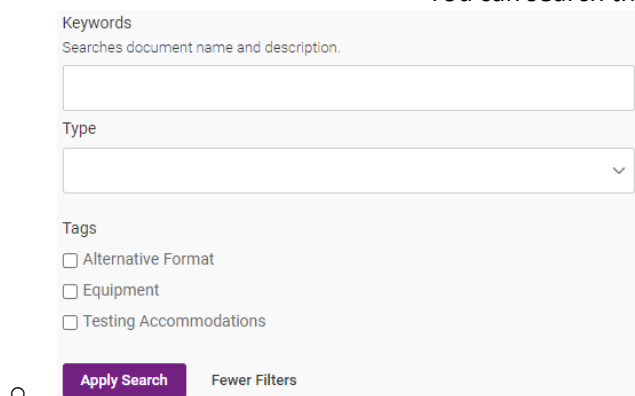
- Click on the “Resources” tab on the left sidebar



- Click “Resource Library” in the submenu



- You can search the library using keywords and filter

A screenshot of a search and filter interface. It includes a 'Keywords' section with a text input field and the text 'Searches document name and description.' Below that is a 'Type' section with a dropdown menu. The 'Tags' section has three checkboxes: 'Alternative Format', 'Equipment', and 'Testing Accommodations'. At the bottom, there is a purple 'Apply Search' button and a 'Fewer Filters' link.