

# Working Within Accommodate

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

## Contents

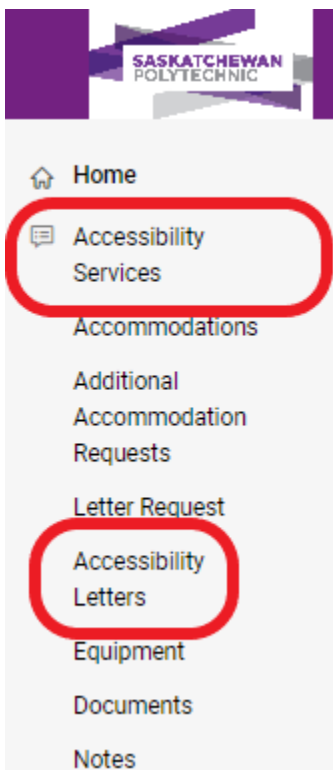
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## Signing Consents, Contracts and Accommodation Letters

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](http://saskpolytech.ca)



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

- 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

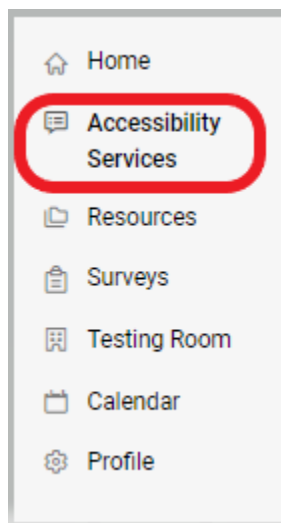
## Accommodation Letter Requests

You will use Accommodate to request accommodation letters from your portal every semester. 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.

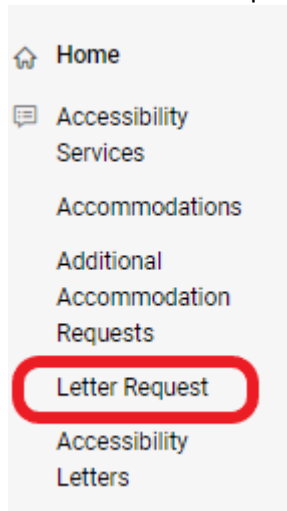
[Log into accommodate.](#)

To request accommodation letters, follow these steps:

- Click on the “Accessibility Services” tab on the left sidebar



- and then “Letter Request”



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

Accessibility Services

Accommodations

Additional Accommodation Requests

Letter Request

Accessibility Letters

Equipment

Documents

Notes

Resources

Note-Taker Network

Surveys

## Accommodation

< Accommodations Additional Accommodation Requests **Letter Request** Accessibility Letters Equipment Documents No >

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

Apply Search

**Add New** 2 Results

1 SORT BY: Date Needed Showing 20

- 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.
- **It is very important that you choose the semester that has your classes attached.**

Additional Accommodation Requests

Letter Request

Accessibility Letters

Equipment

Documents

Notes

Resources

Surveys

Testing Room

Calendar

Profile

## Accommodation

< Accommodations Additional Accommodation Requests **Letter Request** Accessibility Letters Equipment Documents No >

You have been approved for:

- Classroom Accommodations/Preferred Seating: See letter for specifics
- Assistive Technology/Alt Format Materials
- Exam Accommodations
- Exam Accommodations/Exam Scribe
- Exam Accommodations/1.5x Extended Time for exams

Semester

2021/2022 Spring Semester 202104

Submit For All Accommodations

Review The Renewal

- When you choose the correct semester/term/quad, 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 by your Accessibility Consultant.

If you have any questions, concerns, or trouble completing this process, please contact Accessibility Services:

Saskatoon: 306-659-4050

Prince Albert: 306-765-1611

Regina: 306-775-7436

Moose Jaw: 306-691-8311

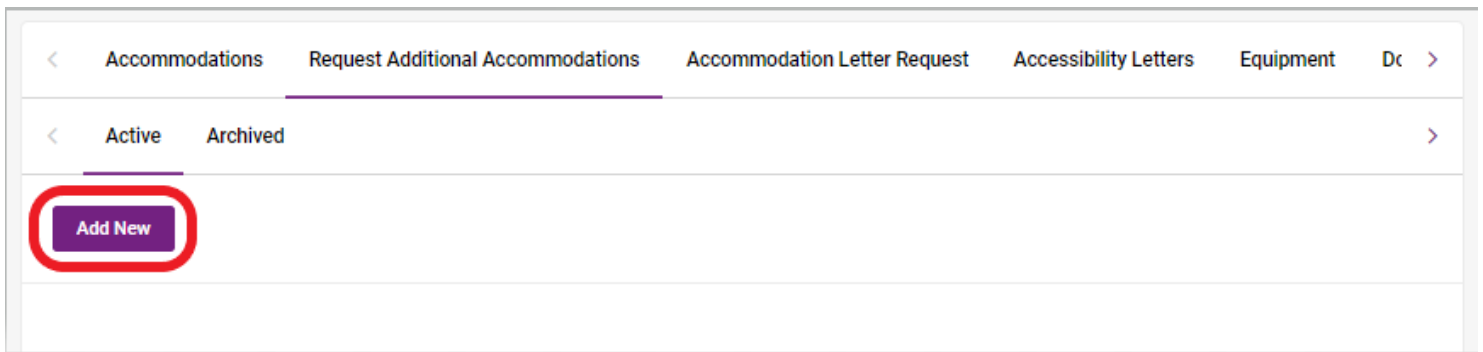
## Request Additional Accommodations

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”



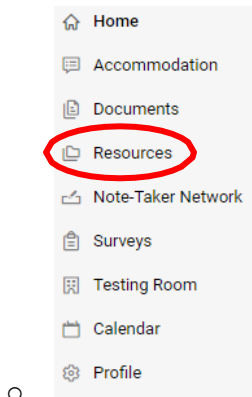
- From here, follow the directions on the webpage and click “submit”
- If you have any questions, you can contact your Accessibility Consultant.

## Resources

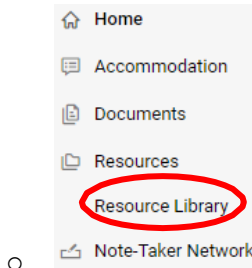
Accommodate has a library of useful resources for you to access. You can find a variety of information about services offered by Accessibility Services. As well as useful guides and forms.

To use the resource library, follow these steps:

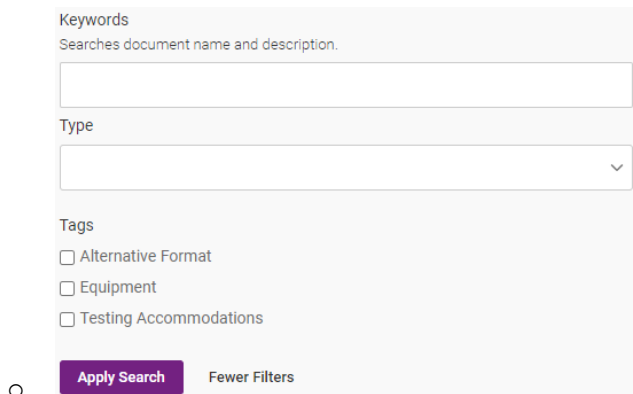
- Click on the “Resources” tab on the left sidebar



- Click “Resource Library” in the submenu



- You can search the library using keywords and filters

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. At the bottom, there is a 'Tags' section with three checkboxes: 'Alternative Format', 'Equipment', and 'Testing Accommodations'. At the very bottom, there is a purple 'Apply Search' button and a link for 'Fewer Filters'.