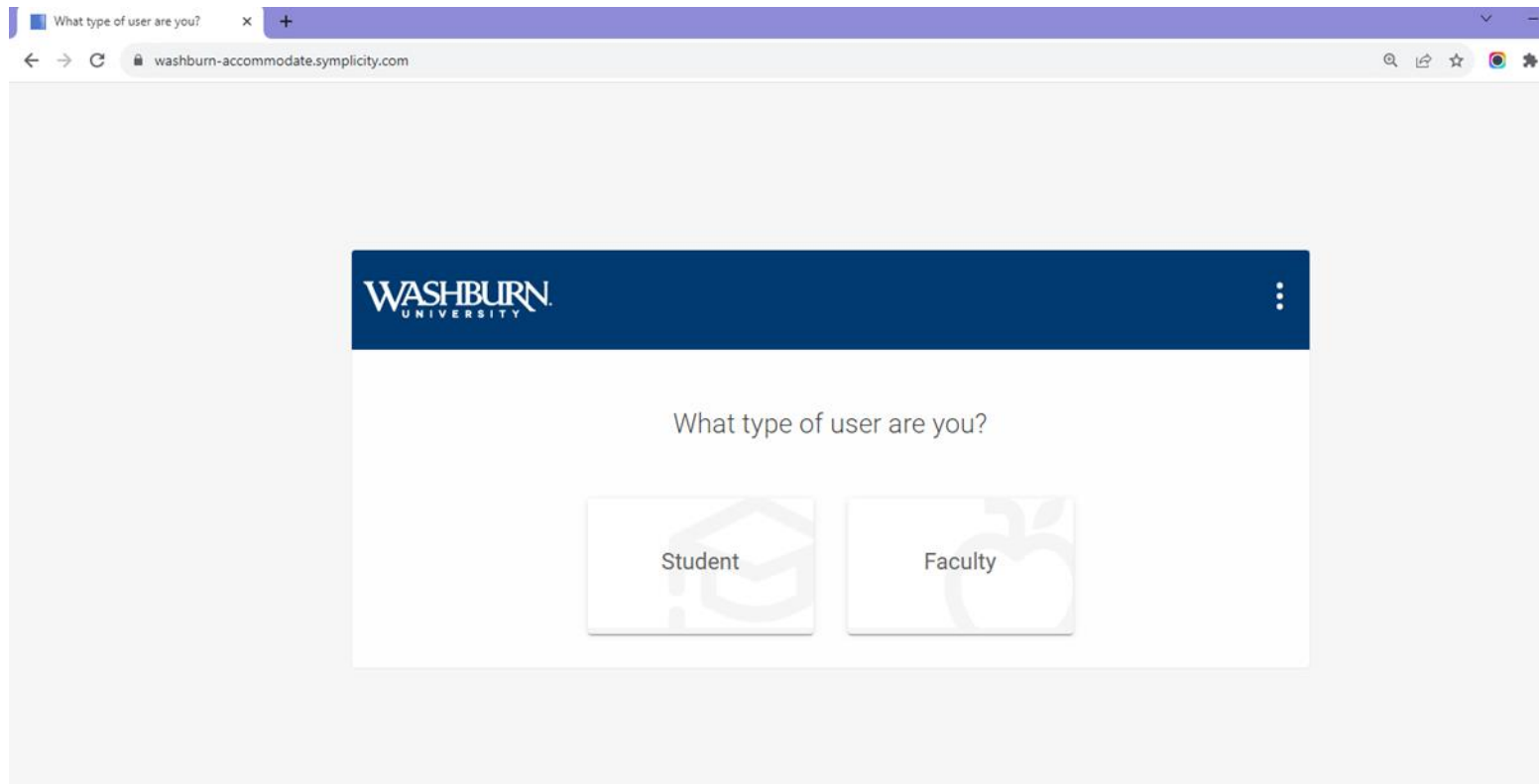


## Accommodate Faculty User Instructions

Washburn University and Washburn Technical Institute

Washburn University has implemented a new accommodation management platform called Accommodate. Your 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.

**Log-in to Accommodate here: [<https://washburn-accommodate.symplcity.com>] and select "Faculty"**



Washburn University  
1700 SW College Ave. | Morgan Hall 105  
Phone: 785-670-1622  
Email: [accommodations@washburn.edu](mailto:accommodations@washburn.edu)

Washburn Institute of Technology  
5724 SW Huntoon St. | Bldg A Center  
Phone: 785-670-3364  
Email: [accommodations@washburn.edu](mailto:accommodations@washburn.edu)

After you log-in you will arrive in the "Home" section.

The screenshot shows the home page of the Accessibility Services Management System. At the top is a dark blue header with the Washburn University logo on the left and a user profile icon with the initials 'AB' on the right. A left-hand navigation menu includes links for Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area is titled 'Getting Started' and features a 'Submit Caption Request' button. Below this is a 'News Feed' section with a welcome message and a 'View All Announcements' link. The footer contains the text 'Accessibility Services Management System' and links to 'Privacy Policy' and 'Terms of Use'.

**WASHBURN UNIVERSITY**

Home  
Accommodation Letters  
Courses  
Resources  
Caption Requests  
My Account

### Getting Started

[Account Created](#)  
 [Personal Profile](#)

[Submit Caption Request](#)

### News Feed

**Welcome to Accommodate!**  
Please select "Accommodation Letters" on the left navigation to review or sign your letters.

To view students in your course(s) with accommodations, please select "Courses" in the left navigation.

[View All Announcements](#)

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

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To view a student's accommodation letter select "Accommodation Letters." Select the letter that you wish to view. Your acknowledgement that the accommodation letter was received is requested, "Requested" will appear in a black rectangle next to the letter. Once a letter is acknowledged, the text will indicate "signed." If you do not acknowledge, that does not mean accommodations are not in place for the student. Accommodations are in place as soon as the letter is sent out from DEI office. If you have questions about this process please contact [accommodations@washburn.edu](mailto:accommodations@washburn.edu)

The screenshot displays the Washburn University Accessibility Services Management System interface. At the top left is the Washburn University logo. The navigation menu on the left includes Home, Accommodation Letters, Courses, Caption Requests, and My Account. The breadcrumb trail shows the user is in Home / Accommodation Letters / Accessibility Letter List. The main heading is "Accommodation Letters". Below this is a search section with a "Keywords" label and a subtext "Searches title and description". A search input field is present, followed by "Apply Search", "Clear", and "More Filters" buttons. The results section shows "1 results" and a "Showing 20" dropdown. The single result is a "Letter of Accommodation" with a "REQUESTED" status tag. The details for this letter are: ID "A00004-2023/Luanne Zwart", course "Genetics (GEN01)", and sent on "May 31, 2023, 8:41 am". At the bottom, the footer contains "Accessibility Services Management System" and links for "Privacy Policy" and "Terms of Use".

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Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. Please acknowledge you have received this letter by typing your name in the “Acknowledgement” box. To return to the full list, select “Return to List (Accommodation Letter)”

The screenshot shows the Washburn University website interface for managing accommodation letters. The top navigation bar includes the Washburn University logo and user profile icons. A left sidebar contains navigation links for Home, Accommodation Letters, Courses, Caption Requests, and My Account. The main content area displays a confirmation message: "Thank you for submitting your request with the Office of Accessibility Services. Your accommodation request has been processed." Below this, the details of the request are shown: "Accessible Classroom", "Summer 2023 (test)", and "Genetics (GEN01)". A contact instruction follows: "Please contact us if you have any further questions." The contact information is "Heather Center". The submission date and time are listed as "Sent/Submitted" on "May 31, 2023, 8:41 am". An "Acknowledgment" section contains a text box for the user to sign electronically. At the bottom of the form are four buttons: "Save", "Print Letter", "Generate PDF", and "Cancel".

WASHBURN UNIVERSITY

Home  
Accommodation Letters  
Courses  
Caption Requests  
My Account

Thank you for submitting your request with the Office of Accessibility Services.  
Your accommodation request has been processed.

**Accessible Classroom**  
Summer 2023 (test)  
Genetics (GEN01)

Please contact us if you have any further questions.  
Heather Center

Sent/Submitted  
May 31, 2023, 8:41 am

Acknowledgment

Please electronically sign below.

Acknowledgment \*

Save Print Letter Generate PDF Cancel

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To view a list of students enrolled in your course with accommodations, select “Courses.” Select the course you wish to view. Here you can view course details, enrolled students, room bookings, exams, or course notes.

The screenshot shows the Washburn University Course Catalog interface. At the top, the Washburn University logo is on the left, and navigation icons for a home page and a user profile (labeled 'AB') are on the right. Below the logo, a breadcrumb trail reads 'Home / Course / Course Catalog'. A left-hand navigation menu includes links for Home, Accommodation Letters, Courses, Caption Requests, and My Account. The main content area is titled 'Course' and features two tabs: 'Course Catalog' (which is active) and 'Past Courses'. Under the 'Course Catalog' tab, there is a search section with a 'Keywords' text input field and a 'Semester' dropdown menu. Below these fields are three buttons: 'Apply Search' (in a dark blue box), 'Clear', and 'More Filters'. The search results section shows '1 results' and a 'Showing 20' dropdown. The single result is for the course 'Genetics', with the course ID 'GEN01', a date range of 'Date: June 01, 2023 - August 14, 2023', and a time range of 'Time: 2:30 pm - 4:00 pm'.

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To view enrolled students with accommodations, select “Enrolled Students” and then select “More Filters.” Select “Yes” Under Approved Accommodations for this Course to view only students who are approved for accommodations in this course.

**WASHBURN UNIVERSITY**

Home / Course / Course Details / Enrolled Students

## Genetics (GEN01)

Course Details | **Enrolled Students** | Distraction Reduced Testing | Exam

Keywords  
[text input]

Semester  
[select] [Clear]

Approved Accommodations for this Course  
 Yes  No

**Apply Search** Clear Fewer Filters

**Batch Options** 6 results Sort By: Last Name ▾ Showing 20 ▾

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To view resources uploaded by Student Accessibility Services, select “Resources” > “Resource Library”

The screenshot shows the 'resources' page in the Accessibility Services Management System. The header includes the Washburn University logo and navigation icons. A left sidebar contains menu items: Home, Accommodation Letters, Courses, Resources (highlighted), Caption Requests, and My Account. The main content area has a breadcrumb trail 'Home / Resources / Document Library' and a search section with a 'Keywords' input field and an 'Apply Search' button. Below the search, it indicates '1 results' and a 'Showing 20' dropdown. The first result is titled 'Flex Plan' with a description and a 'Show More' link. The footer contains the system name and links to 'Privacy Policy' and 'Terms of Use'.

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By selecting "Personal Profile" on the homepage you can view and edit your account details

**WASHBURN UNIVERSITY**

Home  
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**For questions or troubleshooting please contact the campus you are associated with:**

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**For questions regarding the interactive process, or departmental training on faculty portal accommodations please reach out to:**

Heather Popejoy

Director for Student Accessibility Services

Phone: 785-670-1627

Email: [heather.popejoy@washburn.edu](mailto:heather.popejoy@washburn.edu)

MK Hunt

Assistant Director

Phone: 785-670-3364

Email: [mk.hunt@washburn.edu](mailto:mk.hunt@washburn.edu)

**If Faculty have any announcements that they wish to submit for the Student Portal for advertisement please email them to [accommodations@washburn.edu](mailto:accommodations@washburn.edu)**

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