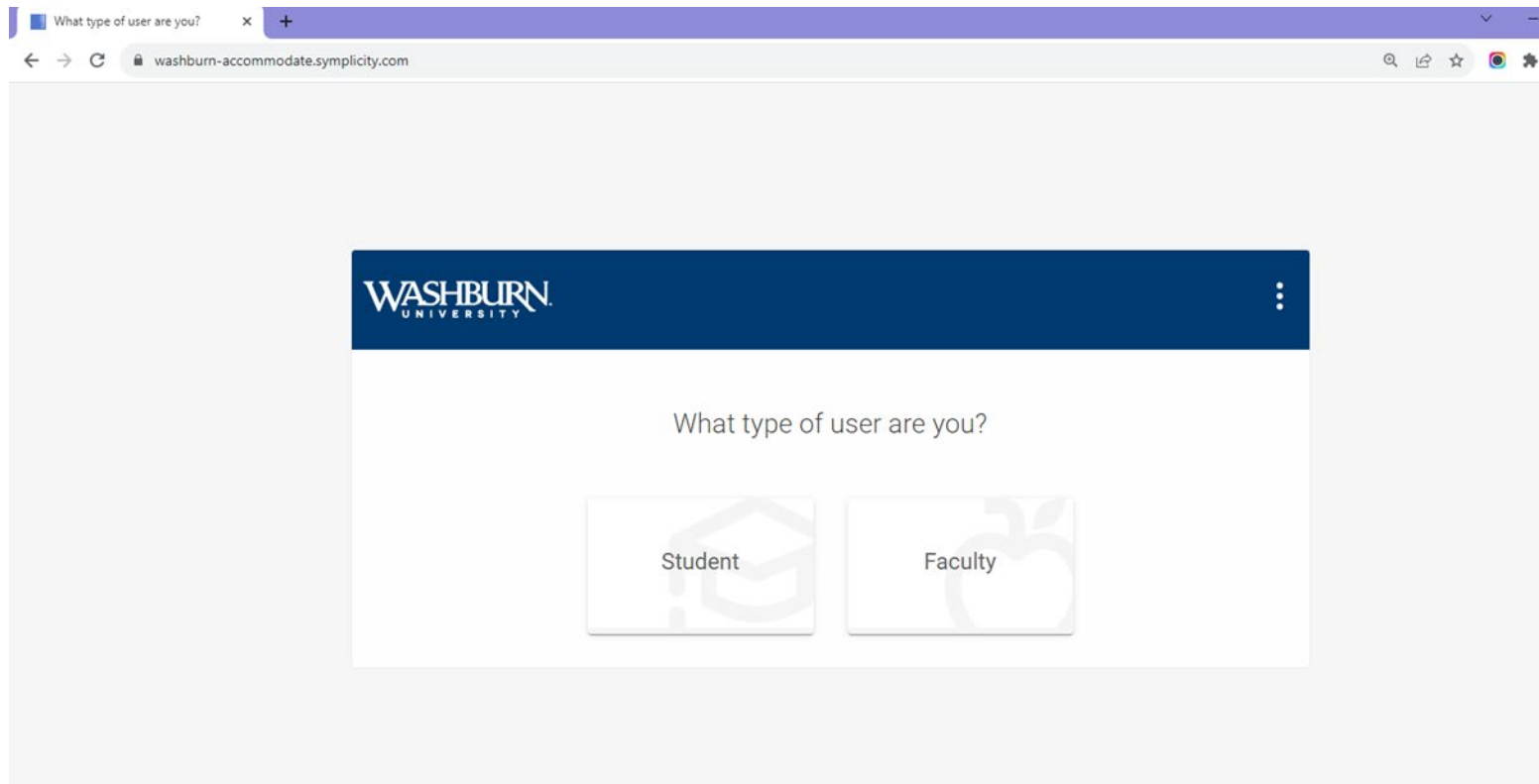


## Accommodate Student User Instructions

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 accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

Log-in to Accommodate here: [<https://washburn-accommodate.symlicity.com>] and select “Student”



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” screen.

**WASHBURN UNIVERSITY**

Home  
Accommodation  
Appointment  
Resources  
Surveys  
Testing Room  
Calendar  
Profile

News Feed

You have 1 piece(s) of equipment due.

**Welcome Back Ichabods!**

**Welcome Back Ichabods to the Fall 2023 Semester!**  
The Office of Diversity and Inclusion is excited to welcome everyone

Shortcuts

- > [Document Library](#)
- > [My Activity Summary](#)

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To make a new semester request for accommodations select Semester Request within the Accommodations screen, select Add New.

The screenshot displays a web application interface for accommodations. On the left is a vertical navigation menu with icons and text for: Home, Accommodation, Law School Accommodation Request, Supplemental, Semester Request (highlighted), Accommodation Letters, Equipment, Documents, Appointment, Resources, and Surveys. The main content area has a breadcrumb trail 'Return to Accommodation | Return to list (Accommodation)' and a title 'Accommodation'. Below the title are six tabs: Accessibility Request, Supplemental, Semester Request (underlined), Letters, Equipment, and Documents. Under the Semester Request tab, there is a 'Semester' label above a dropdown menu. Below the dropdown is a dark blue button labeled 'Apply Search'. Further down is another dark blue button labeled 'Add New'.

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Selecting Add New will generate a message in blue that states “You have been approved for:” with your accommodations listed. Next, you’ll select the semester you wish to request accommodations for. Once the semester has been selected that will generate two options on the right-hand side 1. Submit for all accommodations or 2. Review the renewal.

The screenshot shows the Washburn University Accommodation Request System interface. At the top left is the Washburn University logo. On the right side of the header are two circular icons: one with a refresh symbol and another with the initials 'AH'. Below the header is a navigation menu on the left with items: Home, Accommodation, Law School Accommodation Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, and Testing Room. The main content area has a breadcrumb trail: Return to Accommodation | Return to list (Semester Request). The title 'Accommodation' is centered. Below the title are tabs for Accessibility Request, Supplemental, Semester Request (which is active), Letters, Equipment, and Documents. A blue notification box contains the text: 'You have been approved for: Test Accommodations /Distraction reduced environment, Academic Accommodations /Flexibility in attendance/excused absences, Test Accommodations /Extended Test Time 1.5'. Below the notification is a 'Semester' dropdown menu with 'Fall23Washburn' selected. To the right of the dropdown are two buttons: 'Submit For All Accommodations' (dark blue) and 'Review The Renewal' (light blue).

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If you select Submit All a message will populate in blue that states, "Semester Request for all accommodations with all courses is completed."

The screenshot shows the Washburn University Accommodation portal. At the top left is the Washburn University logo. On the right of the header are two circular icons: one with a square and a checkmark, and another with the letters 'AH'. Below the header is a navigation menu on the left with items: Home, Accommodation, Law School, Accommodation Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, and Surveys. The main content area has a breadcrumb trail: Return to Accommodation | Return to list (Accommodation). The title of the page is 'Accommodation'. Below the title are tabs for Accessibility Request, Supplemental, Semester Request (which is selected), Letters, Equipment, and Documents. A blue message box contains the text: 'Semester Request for all accommodations with all courses is completed.' Below this is a 'Semester' dropdown menu and an 'Apply Search' button.

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If you select Review the renewal you will be able to review or add new accommodations to submit for approval.

The screenshot shows the Washburn University website's Accommodation Request system. The header features the Washburn University logo and navigation icons. A sidebar on the left lists various services: Home, Accommodation (with sub-items: Law School Accommodation Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents), Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is titled "Return to Accommodation | Return to list (Semester Request)" and shows a "[new record]" status. A navigation bar includes tabs for "Request", "Supplemental", "Semester Request" (which is active), "Letters", "Equipment", and "Documents". Below the tabs are "Submit" and "Cancel" buttons. A note states "\* indicates a required field". The main heading is "Accessibility Accommodation Request". The question "What accommodations are you requesting? \*" is followed by a form for "Accessibility Accommodation #1". This form includes fields for "Accommodation Type \*" (with the value "Test Accommodations /Distraction reduced environment"), "Semester \*" (with the value "TECHFall23"), and "Courses". A "Remove Accommodation" button is located at the bottom of the form. On the right side, there are panels for "Accommodation" (showing "A00134-2023") and "Documents" (showing "No Documents").

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

Washburn University

Student Accessibility Services

1700 SW College Ave. | Morgan Hall 105

Phone: 785-670-1622

Email: [accommodations@washburn.edu](mailto:accommodations@washburn.edu)

Washburn Institute of Technology

Student Accessibility Services

5724 SW Huntoon St. | Bldg A Center

Phone: 785-670-3364

Email: [accommodations@washburn.edu](mailto:accommodations@washburn.edu)

**For questions regarding the interactive process, or individualized training on the new accommodations software, please reach out to:**

Heather Center

Interim Director for Student Accessibility Services

Phone: 785-670-1627

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

**If you as the student 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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