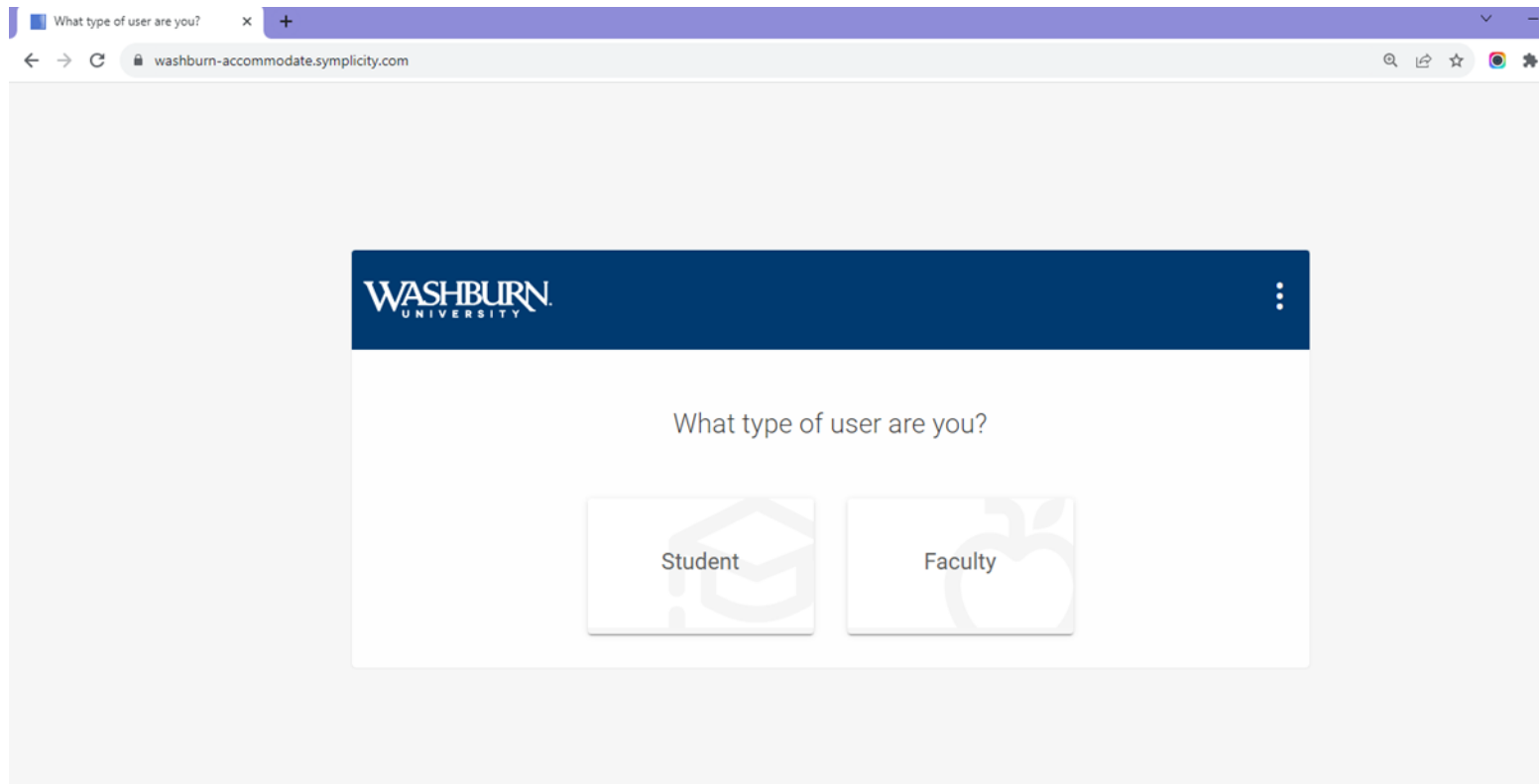


Accommodate Student User Instructions

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”



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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 view your accommodation letters select Accommodation > Accommodation Letters. Select the letter that you wish to view. You should see notices that your accommodation letters were delivered to your faculty members for each semester.

The screenshot shows the Washburn University website interface. At the top left is the Washburn University logo. On the right, there are two circular icons: one with a square and an arrow, and another with the initials 'AH'. Below the header is a navigation menu with items: Home, Accommodation, Law School Accommodation Request, Supplemental, Semester Request, Accommodation Letters (highlighted), Equipment, Documents, Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is titled 'Accommodation' and has a sub-header 'Return | Return to list (Accommodation)'. Below this is a tabbed interface with tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', 'Letters' (selected), 'Equipment', and 'Documents'. The 'Letters' tab shows '2 results' and a sorting option 'Sort By: Created'. Two results are listed, both titled 'Official Accommodations Approval Faculty Notification [accessibility_request|termsemester]'. The first result is by Armando Hilaire, created on July 26, 2023, at 1:30 pm. The second result is by Armando Hilaire, heather.center@washburn.edu, created on July 24, 2023, at 1:51 pm. At the bottom of the page, it says 'Accessibility Services Management System' and provides 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. You should see listed all approved accommodations that were sent to your faculty to acknowledge they received. Reminder, accommodations are in place as soon as this letter is delivered to your portal.

WASHBURN UNIVERSITY

Return to Accommodation | Return to list (Letters)

Home

Accommodation

- Law School
- Accommodation Request
- Supplemental
- Semester Request
- Accommodation Letters
- Equipment
- Documents

Appointment

Resources

Surveys

Testing Room

Calendar

Profile

Accessibility Request Supplemental Semester Request **Letters** Equipment Documents

Print Letter Generate PDF Cancel

Send Notification

Subject
Official Accommodations Approval Faculty Notification
[accessibility_request|termsemester]

Hello,

Armando HilaireTest1238 has requested and received approval for the following academic and testing accommodations for the **Summer 2023**.

Summer 2023 (test) Test Accommodations /Extended Test Time 1.5

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To add or remove any accommodations requested for the current semester select "Supplemental Request > Add New. Fill out the form completely to submit your request.

The screenshot shows the Washburn University website's Accommodation Request system. At the top left is the Washburn University logo. The top right contains a share icon and a user profile icon labeled 'AH'. Below the header is a navigation menu with options: 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 (Supplemental)' and shows '[new record]'. A breadcrumb trail includes 'Request', 'Supplemental', 'Semester Request', 'Letters', 'Equipment', and 'Documents'. Below the trail are 'Submit', 'Save', and 'Cancel' buttons. A note states '* indicates a required field'. The main heading is 'Accessibility Accommodation Request'. The first required field is 'My diagnosed disability falls into the following category *' with an 'Add...' button. The second required field is 'How does your disability affect you academically? *' with a large text input area. On the right side, there is a sidebar with 'Accommodation' (showing 'A00134-2023') and 'Documents' (showing 'No Documents').

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

The screenshot shows a web application interface for accommodations. On the left is a sidebar menu with options: 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 'Return to Accommodation | Return to list (Accommodation)' and a title 'Accommodation'. Below the title are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request' (selected), 'Letters', 'Equipment', and 'Documents'. A 'Semester' dropdown menu is present, followed by an 'Apply Search' button and an 'Add New' button.

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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. In the top right corner, there are two circular icons: one with a refresh symbol and another with the letters 'AH'. Below the logo, a navigation menu lists various options: Home, Accommodation (with sub-items: Law School, Accommodation Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents), Appointment, Resources, Surveys, and Testing Room. The main content area is titled 'Accommodation' and includes a breadcrumb trail: 'Return to Accommodation | Return to list (Semester Request)'. Below the title, there are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request' (which is selected), 'Letters', 'Equipment', and 'Documents'. A prominent blue message box states: '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 this message, there is a 'Semester' dropdown menu currently set to 'Fall23Washburn'. To the right of the dropdown are two buttons: a dark blue 'Submit For All Accommodations' button and a white 'Review The Renewal' button.

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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. In the top right corner, there are two circular icons: one with a checkmark and another with the letters "AH". Below the logo, there 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 "Accommodation" is centered. Below the title are tabs for "Accessibility Request", "Supplemental", "Semester Request", "Letters", "Equipment", and "Documents". The "Semester Request" tab is selected and underlined. A blue message box contains the text: "Semester Request for all accommodations with all courses is completed." Below the message box is a "Semester" label and a dropdown menu. At the bottom of the main content area is a dark blue button labeled "Apply Search".

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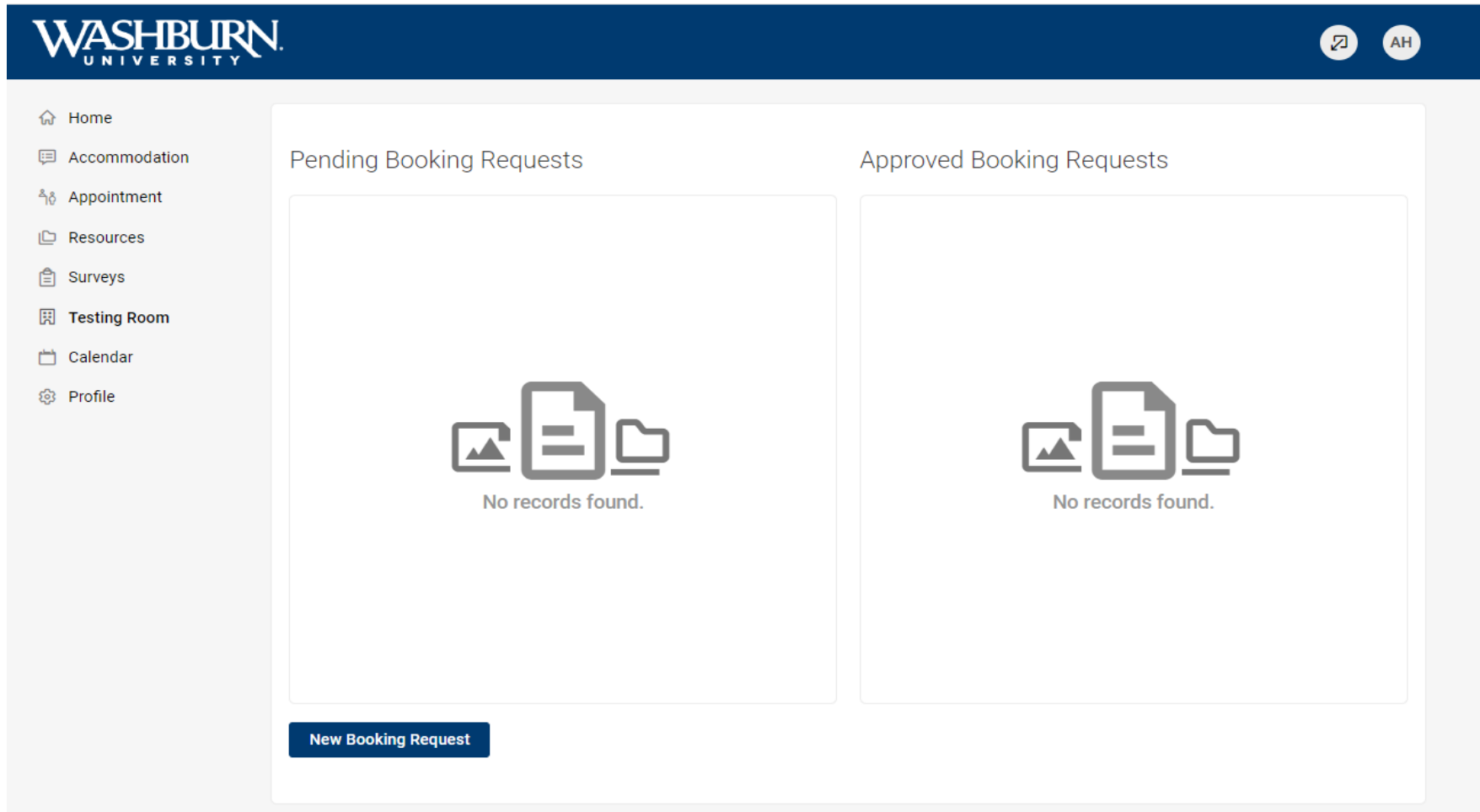
If you select Review the renewal you will be able to review or add new accommodations to submit for approval.

The screenshot shows the Washburn University Accommodation Request system interface. At the top, the Washburn University logo is on the left, and navigation icons for a refresh and user profile (AH) are on the right. Below the logo is a navigation menu with options: Home, Accommodation, 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 "[new record]". A breadcrumb trail includes "Request", "Supplemental", "Semester Request", "Letters", "Equipment", and "Documents". There are "Submit" and "Cancel" buttons. A note states "* indicates a required field". The main heading is "Accessibility Accommodation Request". Below it, the question "What accommodations are you requesting? *" is followed by a card for "Accessibility Accommodation #1". This card contains the following information: "Accommodation Type *" with the value "Test Accommodations /Distraction reduced environment", "Semester *" with the value "TECHFall23", and "Courses" which is currently empty. A "Remove Accommodation" button is located at the bottom of the card. On the right side of the interface, there are two panels: "Accommodation" showing "A00134-2023" and "Documents" showing "No Documents".

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To schedule a testing room for a distraction reduced environment in the UDI office you'll go to the Testing Room tab. In this screen you'll see any scheduled tests or any pending tests that have been request. To schedule a new test, Select New Booking Request.



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Select the course you wish to schedule a testing room for and scroll down to Check Availability. You should see then on the right-hand side a list of dates and times available to request a distraction reduced room in the UDI office. Choose the date and time you need, and a pop-up window will appear with the information that you need to fill out and select Submit Request.

The screenshot displays the Washburn University testing room scheduling interface. The top navigation bar includes the Washburn University logo and a user profile icon labeled 'AH'. A left sidebar contains navigation links: Home, Accommodation, Appointment, Resources, Surveys, Testing Room (highlighted), Calendar, and Profile. The main content area is divided into two sections. The left section is a search form with the following fields: Course (dropdown menu showing 'Art History (AHIST)'), Exam (empty dropdown menu), Date Range (calendar icons showing '2023-07-28' to '2023-08-11'), Time Range (two sets of dropdown menus for hour, minute, and AM/PM, with 'Clear' buttons), Building (empty dropdown menu), and Specific Accommodation Required (a button labeled 'Extended Test Time 1.5'). The right section displays a list of available slots for 'Saturday, Jul 29, 2023'. Each slot consists of a link to 'Morgan Hall 105' and a time, with '(50 of 50 slots available)' noted below each link. The available times are: 9:30 am, 10:00 am, 10:30 am, 11:00 am, 11:30 am, 12:00 pm, 12:30 pm, 1:00 pm, and 1:30 pm.

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You should then notice you have a Pending Booking Request for your exam. You will receive a confirmation email from the UDI office once your exam date/time has been approved. The booking request will then move from Pending to Approved on this screen. If you need to cancel any request, you'll select the 3 grey dots on the right hand side of the appointment>cancel>confirm at the top of your screen, your appointment will be cancelled.

The screenshot shows the Washburn University Test Room Booking interface. The header includes the Washburn University logo and user icons. A sidebar on the left contains navigation links: Home, Accommodation, Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is titled 'Alternative Testing Rooms' and is divided into two sections: 'Pending Booking Requests' and 'Approved Booking Requests'. The 'Pending Booking Requests' section shows one result for 'M1 Morgan Hall 105', which is for an 'Art History' exam on 'July 29, 2023 9:30 am' at 'Morgan Hall 1700 SW College Ave Topeka, KS 666...'. A 'New Booking Request' button is located below this list. The 'Approved Booking Requests' section displays a 'No records found' message with an icon of a document and a folder.

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To make an appointment with the accommodations staff, select Appointment > Request New Appointment. Next select the date/times needing the appointment and scroll down to Check Availability.

The screenshot shows the Washburn University website interface for requesting appointments. The top navigation bar is dark blue with the Washburn University logo on the left and two circular icons (one with a square and arrow, the other with 'AH') on the right. A left sidebar contains a vertical list of menu items: Home, Accommodation, Appointment (highlighted), Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is divided into two columns. The left column is titled 'Requested Appointments' and contains a large white box with a gray icon of a document and folder, and the text 'No records found.' Below this box is a dark blue button labeled 'Request New Appointment'. The right column is titled 'Approved Appointments (If you need to cancel this appointment and don't see the option to do so, please call our office)' and contains a similar large white box with a gray icon and the text 'No records found.' The overall layout is clean and professional.

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Availability will then populate on the right-hand side of your screen. Select the date/time needed and fill in the information in the pop-up window. Once completed select Submit Request. You will then see an appointment scheduled under Approved Appointments with details. If you wish to cancel or reschedule your appointment select the 3 grey dots on the right-hand side.

WASHBURN UNIVERSITY

Home / Accommodation Advising Appointment

Accommodation Advising Appointment

Type: Choose...

Date Range: 2023-07-28 to 2023-08-11

Time Range: 09:00 am to 05:00 pm

Location: [Dropdown]

Staff Member: Heather Center

Friday, Jul 28, 2023

- Heather Center 1:00 pm
Washburn University Virtual - 30, 60 mins
- Heather Center
Washburn University - Morgan Hall 105 - 30, 60 mins
- Heather Center 1:30 pm
Washburn University Virtual - 30, 60 mins
- Heather Center
Washburn University - Morgan Hall 105 - 30, 60 mins
- Heather Center 2:00 pm
Washburn University Virtual - 30, 60 mins
- Heather Center
Washburn University - Morgan Hall 105 - 30, 60 mins
- Heather Center 2:30 pm
Washburn University Virtual - 30, 60 mins
- Heather Center

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Finally, to check out Resources select Resources >Resource Library. The resources tab holds any documents for accommodations or helpful campus/community resources for individuals with disabilities.

WASHBURN UNIVERSITY

Home / Resources / Resource Library

resources

Keywords
Searches document name and description.

Apply Search More Filters

5 results Sort By: Type Showing 20

Flex Plans for Flexibility with Attendance/Due Dates
Flex Plans are utilized for students who have been approved for either flexibility with attendance or flexibility with due dates. The interactiv...
[Show More](#)
Size -

Helpful_Documentation_Guide.pdf
Size 77.8 kb

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

Washburn University

Office of Diversity and Inclusion

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Phone: 785-670-1622

Email: accommodations@washburn.edu

Washburn Institute of Technology

Student Accommodation Services

5724 SW Huntoon St. | Bldg A Center

Phone: 785-670-3364

Email: accommodations@washburn.edu

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

Heather Center

Assistant Director for Student Accommodations

Phone: 785-670-1627

Email: 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

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