ACCOMMODATE: How to Submit an Accommodation Memo Request
Step 1: Log in to Accommodate with your F&M Username & Password
Step 2: Select “Accommodation” tab on lefthand menu to expose drop down menu

Image: Accommodation tab selected to reveal full menu options
Step 3: Select “Semester Request”
Step 4: Select “Add New”

**Review your approved accommodations for accuracy!

Image: List of approved accommodations at top and a drop down menu to select semester
Step 5: Select new semester from drop down semester menu

Image: New screen with courses populated after semester is selected
Step 6a: If all accommodations and courses are correct, select “Submit For All Accommodations”

Image: Updated semester request screen after submitting a request
Step 6b: If edits are needed (remove a class, remove an accommodation, etc), select “Review The Renewal”

You may edit the accommodation request by deselecting the checked courses, and/or selecting “Remove Accommodation” for the accommodation you do not need for the courses.

Image: New screen after “Review the Renewal” option is selected
THE END
(Of your part)

Next steps:

- The request will be sent to SAS.

- SAS will email a memo to both you and your faculty for an electronic signature. When you receive your memo, you will know your professors have as well.

- SAS encourages you to have a brief conversation with your professors to discuss your accommodations.

Please contact Kelly McAllister at kmcallis@fandm.edu if you have any questions about Accommodate or general accommodation issues.