

Accommodate Student User Instructions

Community College of Allegheny County

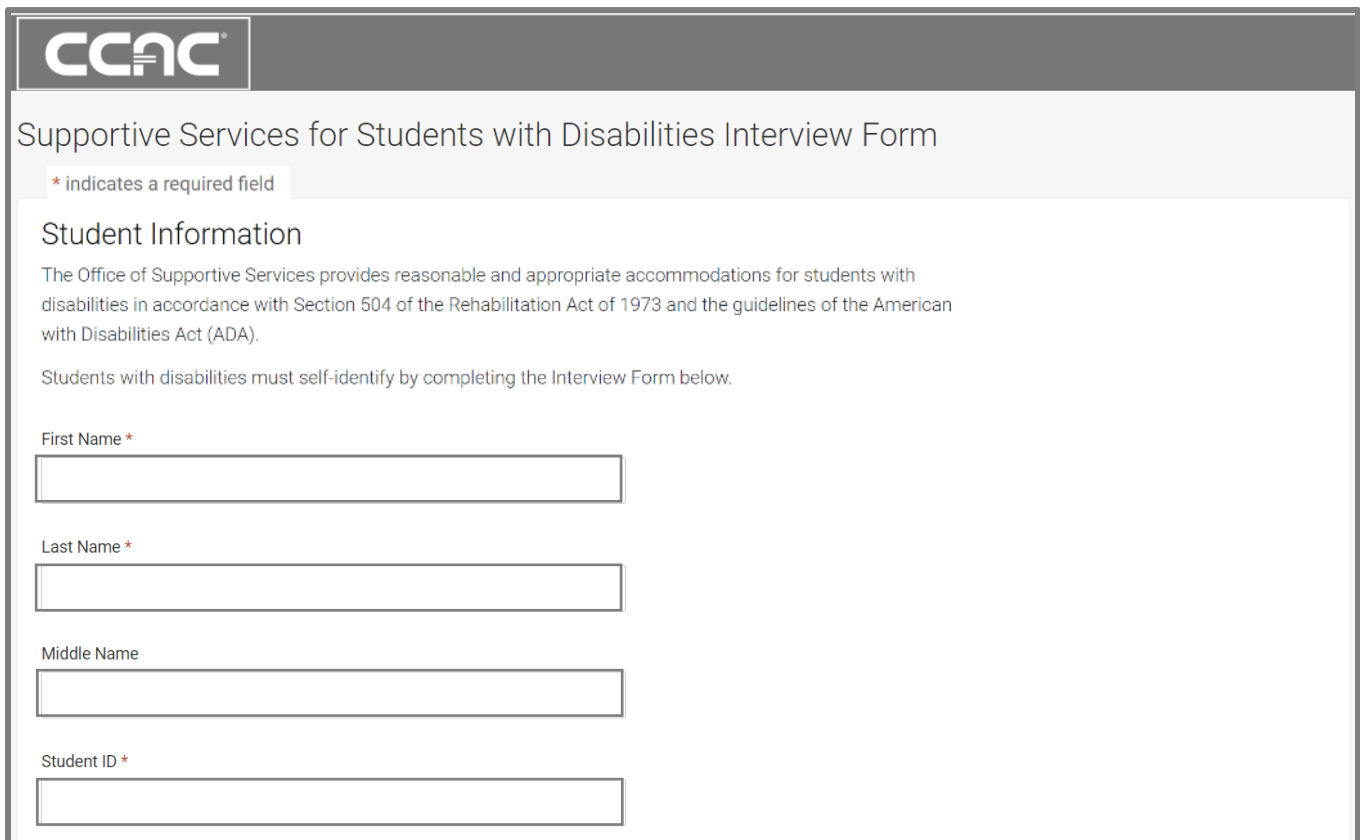
The Supportive Services for Students with Disabilities office has implemented a new accommodation management platform called Accommodate. Your Accommodate portal will house important information about your accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

Registering with the Supportive Services office

To submit an initial request for accommodations, use the URL below:

https://ccac-accommodate.symlicity.com/public_accommodation/

Fill in the Student Information and select Submit when complete to register with the Supportive Services office.



The screenshot shows the registration page for the Supportive Services for Students with Disabilities. At the top left is the CCAC logo. The page title is "Supportive Services for Students with Disabilities Interview Form". A legend indicates that an asterisk (*) denotes a required field. The "Student Information" section includes a paragraph explaining the office's role and a note that students must self-identify by completing the form. Below this are four input fields: "First Name *", "Last Name *", "Middle Name", and "Student ID *".

CCAC

Supportive Services for Students with Disabilities Interview Form

* indicates a required field

Student Information

The Office of Supportive Services provides reasonable and appropriate accommodations for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the guidelines of the American with Disabilities Act (ADA).

Students with disabilities must self-identify by completing the Interview Form below.

First Name *

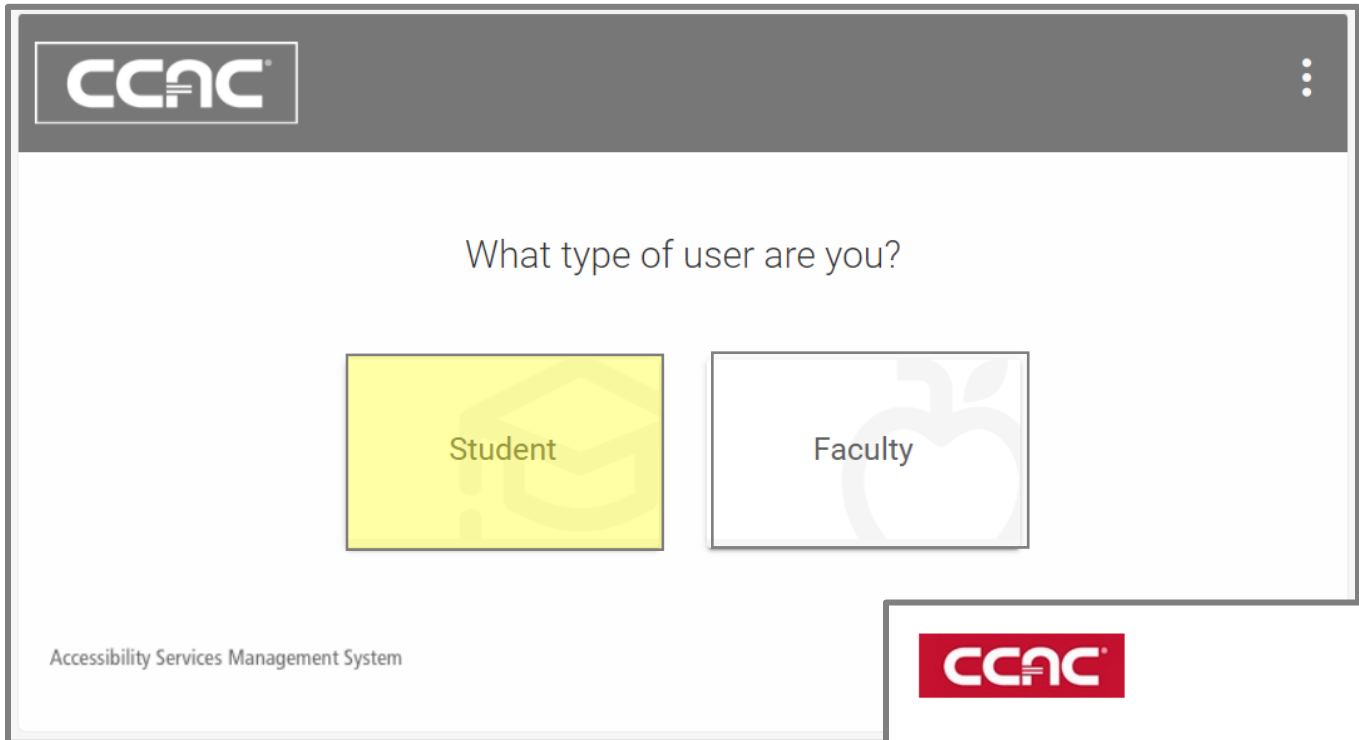
Last Name *

Middle Name

Student ID *

Accessing Accommodate

Once registered with the office, you can log-in to Accommodate at:
<https://ccac-accommodate.symplcity.com/> and select “Student”



CCAC

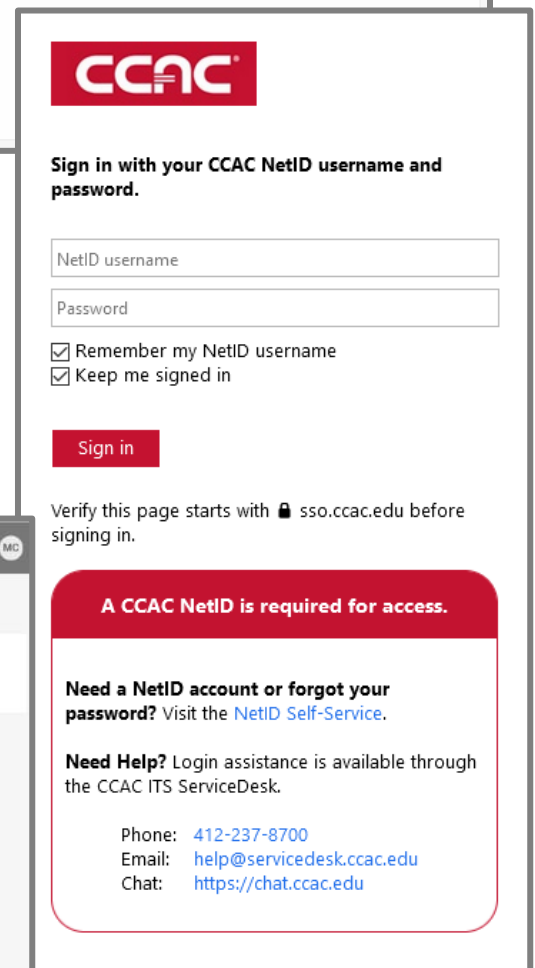
What type of user are you?

Student

Faculty

Accessibility Services Management System

Once you select Student, you will be prompted to login with your CCAC single sign-on NetID username and Password. After you logging-in, you will be directed to the Accommodate main “Home” page.



CCAC

Sign in with your CCAC NetID username and password.


NetID username

Password

Remember my NetID username

Keep me signed in

Sign in

Verify this page starts with  sso.ccac.edu before signing in.

A CCAC NetID is required for access.

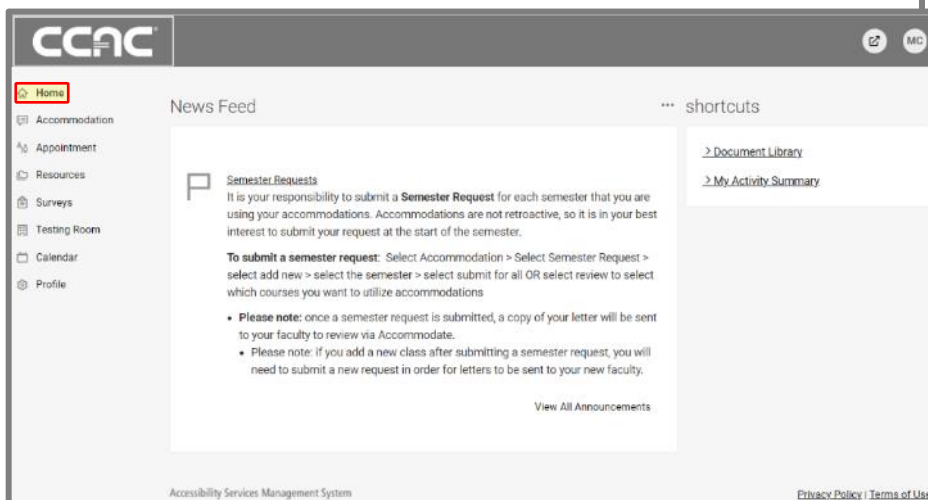
Need a NetID account or forgot your password? Visit the [NetID Self-Service](#).

Need Help? Login assistance is available through the CCAC ITS ServiceDesk.

Phone: [412-237-8700](tel:412-237-8700)

Email: help@servicedesk.ccac.edu

Chat: <https://chat.ccac.edu>



CCAC

Home

Accommodation

Appointment

Resources

Surveys

Testing Room

Calendar

Profile

News Feed

shortcuts

Document Library

My Activity Summary

Semester Requests

It is your responsibility to submit a **Semester Request** for each semester that you are using your accommodations. Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester.

To submit a semester request: Select Accommodation > Select Semester Request > select add new > select the semester > select submit for all OR select review to select which courses you want to utilize accommodations

- **Please note:** once a semester request is submitted, a copy of your letter will be sent to your faculty to review via Accommodate.
- **Please note:** if you add a new class after submitting a semester request, you will need to submit a new request in order for letters to be sent to your new faculty.

View All Announcements

Accessibility Services Management System

Privacy Policy | Terms of Use

Viewing Your Original Accessibility Request

To view your original accessibility request, select “Accommodation” → “Accessibility Request”

The screenshot shows the CCAC website interface. The top navigation bar includes the CCAC logo and a user profile icon labeled 'MC'. The left sidebar contains a menu with items: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The 'Accommodation' and 'Accessibility Request' items are highlighted with red boxes. The main content area is titled 'Accommodation' and has a sub-header 'Return to Accommodation | Return to list (Accommodation)'. Below this is a breadcrumb trail: 'Accessibility Request > Supplemental > Semester Request > Letters > Equipment > Documents'. The 'Accessibility Request' tab is selected. The page content includes: 'Accessibility Accommodation Request', 'Request # A00014-2021', 'Student Milo Carlin', 'My diagnosed disability falls into the following category Deaf', 'How does your disability affect you academically? I can't hear', and 'How does your disability affect student life in general, like taking tests and studying? I use sign language to communicate'.

Viewing Your Accommodation Letters

To view your accommodation letters, select “[Accommodation](#)” → “[Accommodation Letters](#)” → “[Disability Certification](#)”.

Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. To return to the full list, select “[Return to List \(Accommodation\)](#)”

The screenshot displays the CCAC Accommodation Letters interface. The top navigation bar includes the CCAC logo and user initials 'MC'. The left sidebar contains a menu with 'Accommodation' and 'Accommodation Letters' highlighted. The main content area shows a list of three accommodation letters under the 'Letters' tab. The first two letters are signed, and the third is pending a meeting. A 'Return to list (Accommodation)' link is visible at the top of the page.

Accessibility Request	Supplemental	Semester Request	Letters	Equipment	Documents
3 Results					
SORT BY: Created Showing 20					
Disability Certification SIGNED					
Milo Carlin					
Created on July 20, 2021, 3:14 pm					
Disability Services - Confirmation of Accommodations SIGNED					
Milo Carlin					
Created on July 20, 2021, 2:55 pm					
Accommodation Request - Meeting Required					
Milo Carlin					
Created on July 20, 2021, 2:31 pm					

Requesting Your Accommodation Letters for the New Semester

To request your Accommodation Letter, select **“Accommodation”** → **“Semester Request”** → **“Add New”**

The screenshot shows the CCAC Accommodation Request system interface. The top navigation bar includes the CCAC logo and a user profile icon labeled 'MC'. The left sidebar contains a menu with items: Home, Accommodation (highlighted with a red box), Accessibility Request, Supplemental, Semester Request (highlighted with a red box), Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is titled 'Accommodation' and features a breadcrumb trail: 'Return to Accommodation | Return to list (Accommodation)'. Below the title is a horizontal tabbed interface with tabs for 'Accessibility Request', 'Supplemental', 'Semester Request' (selected), 'Letters', 'Equipment', and 'Documents'. A 'Semester' dropdown menu is visible, followed by an 'Apply Search' button. Below the search area, there is an 'Add New' button (highlighted with a red box) and a notification that '4 Results' are displayed. On the right side of the results area, there is a 'SORT BY: Date Needed' dropdown and a 'Showing 20' dropdown. The first result is for 'Closed Captioning' with an 'APPROVED' status. The details for this request include: 'Summer 2021 (test)', 'Courses: Statistics (STATS), Probabilities (PROB)', 'Started on May 24, 2021', 'Ends on August 20, 2021', and 'Created on July 20, 2021, 3:09 pm'.

Select the semester from the dropdown list and then choose **“Submit For All Accommodations”** or **“Review the Renewal”** to select specific accommodations and courses.

This close-up screenshot shows the 'Semester' dropdown menu (highlighted with a red box) from the previous interface. The dropdown is open, displaying three options: '2021 Spring Semester', '2021 Spring Semester Non-Credit', and 'Summer 2021 (test)'. The '2021 Spring Semester' option is currently selected and highlighted in blue. The background of the page shows the 'Semester Request' tab selected in the navigation bar, and a light blue notification box stating: 'You have been approved for: Classroom Accommodations/Note Taking Assistance, Testing Accommodations/Extended Time Testing-1.5, Testing and Classroom Accommodations/Closed Captioning, Classroom Accommodations/Sign Language Interpreters'.

Submit For All Accommodations will renew all of your accommodations for all of your courses.

Accessibility Request Supplemental Semester Request Letters Equipment Documents

i You have been approved for:
Classroom Accommodations/Note Taking Assistance
Testing Accommodations/Extended Time Testing-1.5
Testing and Classroom Accommodations/Closed Captioning
Classroom Accommodations/Sign Language Interpreters

Semester
2021 Spring Semester

Submit For All Accommodations Review The Renewal

Review the Renewal will allow you to choose what accommodation you would like to use for each class. Select the Submit button after you fill out the required information.

Accessibility Accommodation Request

What accommodations are you requesting? *

Accessibility Accommodation #1

Accommodation Type *
Note Taking Assistance X Choose...

Description
Student requires note taking assistance.

Semester *
2021 Spring Semester

Courses
 Probabilities
 Statistics

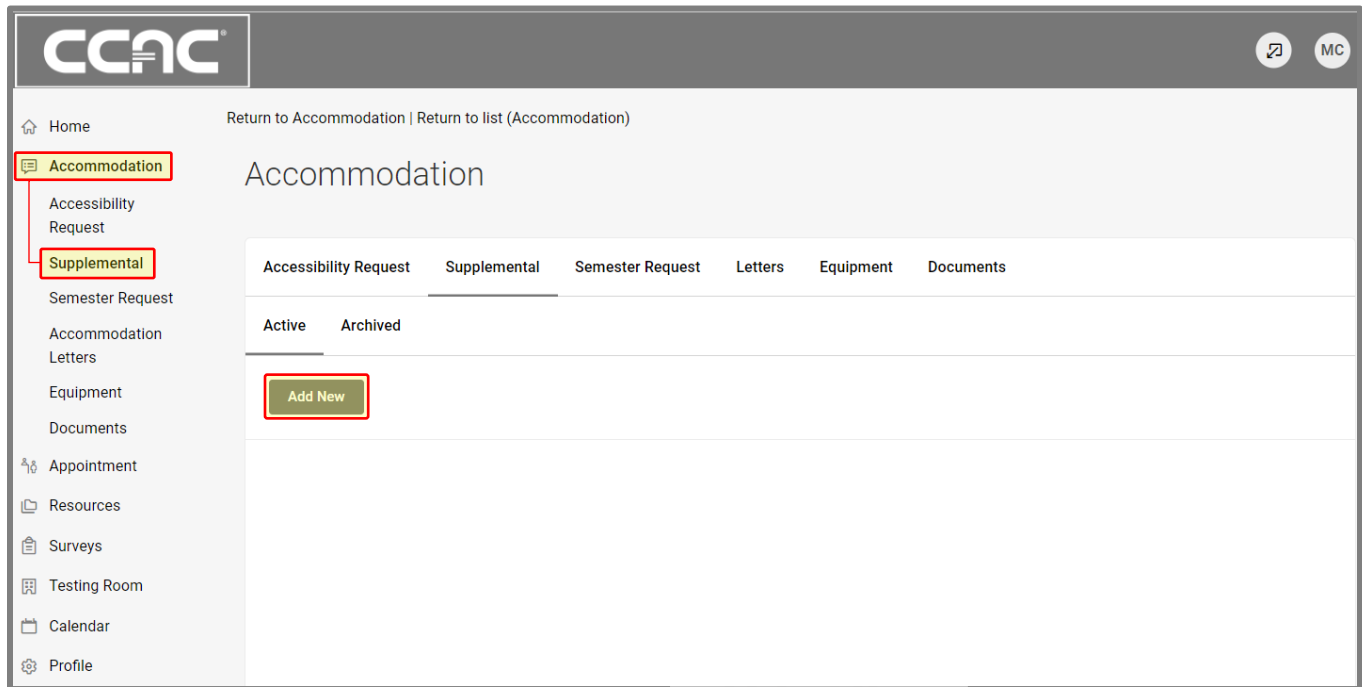
Remove Accommodation

Request Additional Accommodation

Submit Cancel

Requesting New or Changes to your Accommodations

To submit a request for a change in, or additional, accommodations, select **“Accommodation”** → **“Supplemental Request”** → **“Add New”**



Fill out the Accessibility Accommodation Request and select **“Submit”** when completed.

The screenshot shows the 'Accessibility Accommodation Request' form. At the top, there are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', 'Letters', 'Equipment', and 'Documents'. Below the tabs, there are three buttons: 'Submit' (highlighted with a red box), 'Save', and 'Cancel'. A note below the buttons states: '* indicates a required field'. The form title is 'Accessibility Accommodation Request'. Below the title, there is a section titled 'My diagnosed disability falls into the following category *' with an 'Add...' button. The 'Disability Information' section contains the following text: 'Please indicate which tasks you feel are a problem. There are no right or wrong answers. Your answers help us determine which supports are most appropriate for you.' Below this text is a list of tasks with checkboxes: 'Paying attention in class', 'Taking notes', 'Time management', 'Understanding what you read', 'Following directions', 'Finishing tests or exams on time', and 'Proofreading essays'.

Requesting a New Appointment

To request an appointment with a Supportive Services staff member, select “[Appointment Request](#)” → “[Request New Appointment](#)”

CCAC

Home / Supportive Services Appointment

Supportive Services Appointment

Requested Appointments

Approved Appointments

No records found.

No records found.

Request New Appointment

Fill out the specific appointment details and select “[Check Availability](#)” to see a list of available appointments, campus locations, and times. Click on the desired appointment on the right and for the Confirm Appointment screen.

Supportive Services Appointment

Type
Choose...

Date Range
2021-07-29 Select to 2021-08-12 Select

Time Range
08 30 am Clear
to
07 00 pm Clear

Location
▼

Supportive Services Staff
 Staff Member A
 Staff Member B

Days of the Week
 Sun
 Mon

Check Availability Back To My Appointments

Monday, Aug 2, 2021

Staff Member A 9:00 am
Remote Appointment (All Locations) - 20, 30, 60 mins

Staff Member A
In Person-South Campus - 20, 30, 60 mins

Staff Member B
In Person-Allegheny Campus - 20, 30, 60 mins

Staff Member B 9:15 am
In Person-Allegheny Campus - 20, 30, 60 mins

Staff Member A 9:30 am
Remote Appointment (All Locations) - 20, 30, 60 mins

Staff Member A
In Person-South Campus - 20, 30, 60 mins

Staff Member B
In Person-Allegheny Campus - 20, 30, 60 mins

Staff Member B 9:45 am
In Person-Allegheny Campus - 20, 30, 60 mins

Staff Member B 12:15 pm
In Person-Allegheny Campus - 20, 30, 60 mins

If the appointment details are correct, select **“Submit Request”**

Confirm Appointment ×

* indicates a required field

Length *

Advisor *
Staff Member B

Date *
August 02, 2021

Location *
In Person-Allegheny Campus

Time *
9:30 am

Type *

Additional Notes

Uploading Documents

To upload a new document, select “Documents” → “Add New Accessibility Document”

The screenshot displays the CCAC Accessibility Services Management System interface. The top navigation bar includes the CCAC logo and user initials 'CB'. A sidebar on the left lists various menu items, with 'Accommodation' and 'Documents' highlighted in red. The main content area is titled 'Accommodation' and features a breadcrumb trail: 'Return to Accommodation | Return to list (Accommodation)'. Below the title, there are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', 'Letters', 'Equipment', and 'Documents', with 'Documents' being the active tab. A green button labeled 'Add New Accessibility Document' is highlighted with a red box. To its right, it indicates '1 Results' and a 'Showing 20' dropdown menu. Below this, a document entry is shown with the title 'documentation' and a tag 'ACCESSIBILITY DOCUMENT'. The entry includes creation and modification dates (July 26, 2021, 1:12 pm) and a 'Download HTML' link. The footer of the page contains the text 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use'.

Supportive Services Resources

To view resources uploaded by Supportive Services, select “Resources” → “Resource Library”

The screenshot displays the CCAC Accessibility Services Management System interface. The top navigation bar includes the CCAC logo and a user profile icon labeled 'MC'. A sidebar on the left contains a menu with items: Home, Accommodation, Appointment, Resources, Resource Library, Surveys, Testing Room, Calendar, and Profile. The 'Resources' and 'Resource Library' items are highlighted with red boxes. The main content area shows the breadcrumb 'Home / Resources / Resource Library' and the title 'Resources'. Below the title is a search section with a 'Keywords' input field and an 'Apply Search' button. The results section shows '2 Results' and a sorting option 'Sort By: Type'. Two resource items are listed: 'Proctoring Protocol' (234.1 kb) and 'Supportive Services Student Manual' (367.0 kb) with a 'MANUAL' tag. The footer contains 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

Your Profile

By selecting “**Profile**” on the homepage you can view and edit your account details.

The screenshot shows the CCAC Accessibility Services Management System interface. The top navigation bar includes the CCAC logo and a user profile icon labeled 'MC'. A left sidebar contains a menu with the following items: Home, Accommodation, Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The 'Profile' item is highlighted with a red rectangular box and includes sub-items: Personal, Academic, Privacy, and Password/Preferences. The main content area is titled 'News Feed' and features a post about 'Semester Requests'. The post text states: 'It is your responsibility to submit a **Semester Request** for each semester that you are using your accommodations. Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester. **To submit a semester request:** Select Accommodation > Select Semester Request > select add new > select the semester > select submit for all OR select review to select which courses you want to utilize accommodations'. A 'Please note' section follows, containing two bullet points: 'once a semester request is submitted, a copy of your letter will be sent to your faculty to review via Accommodate.' and 'if you add a new class after submitting a semester request, you will need to submit a new request in order for letters to be sent to your new faculty.' A 'View All Announcements' link is located at the bottom of the post. To the right of the news feed is a 'shortcuts' section with two links: '> Document Library' and '> My Activity Summary'. At the bottom of the page, the text 'Accessibility Services Management System' is on the left and 'Privacy Policy | Terms of Use' is on the right.

For more Accommodate information or assistance, contact:

Office of Supportive Services for Students with Disabilities

Community College of Allegheny County

Phone: 412.237.4612

Email: SupportiveServices@ccac.edu

Find us on the web: <https://www.ccac.edu/supportive-services/ccac.edu>