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.symplicity.com/public_accommodation/

Fill in the Student Information and select Submit when complete to register with the Supportive Services office.
Once registered with the office, you can log-in to Accommodate at: https://ccac-accommodate.symplicity.com/ and select “Student”

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.
To view your original accessibility request, select “Accommodation” → “Accessibility Request”
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)”
Requesting Your Accommodation Letters for the New Semester

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

Select the semester from the dropdown list and then choose “Submit For All Accommodations” or “Review the Renewal” to select specific accommodations and courses.
Submit For All Accommodations will renew all of your accommodations for all of your courses.

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.
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.
To request an appointment with a Supportive Services staff member, select “Appointment Request” → “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.
If the appointment details are correct, select “Submit Request”
To upload a new document, select “Documents” ➔ “Add New Accessibility Document”
Supportive Services Resources

To view resources uploaded by Supportive Services, select “Resources” → “Resource Library”
By selecting “Profile” on the homepage you can view and edit your account details.

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