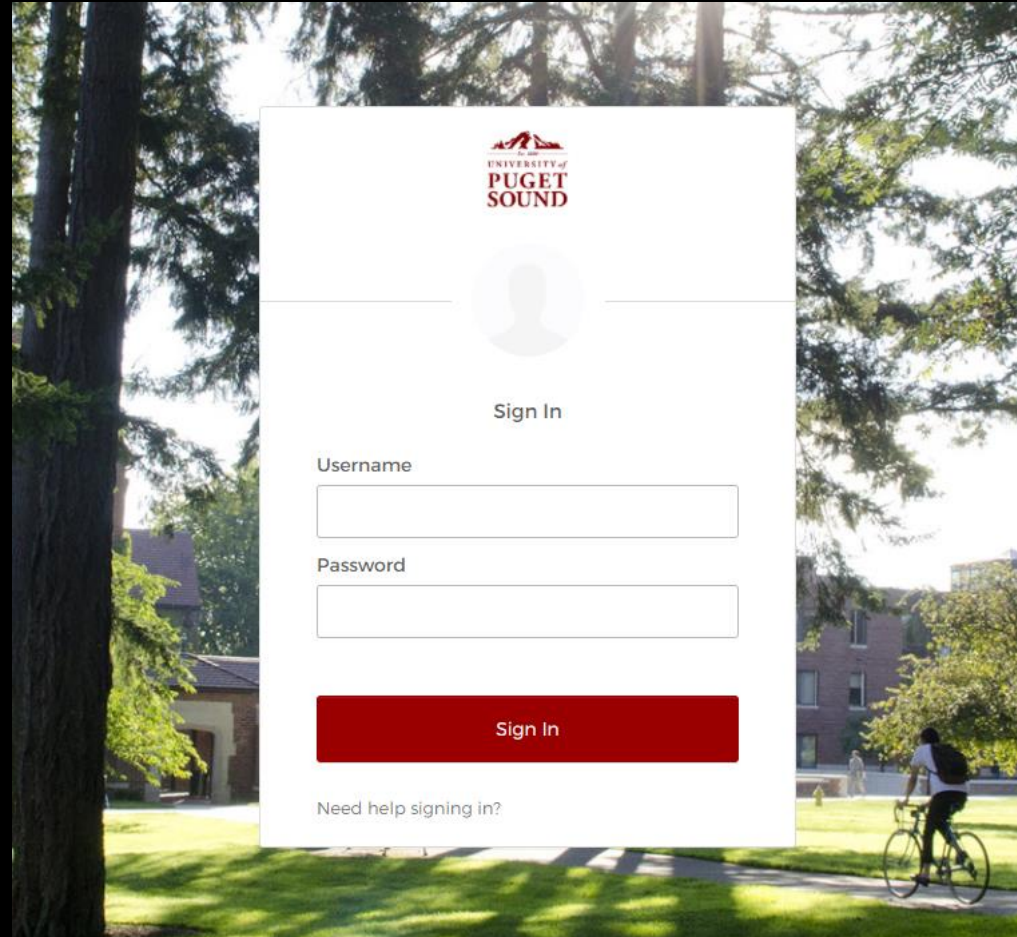


Logging in and Submitting Semester Requests



Go to login.pugetsound.edu and log in.

Student Responsibilities

- You must submit your Semester Request by the third week of the semester
- Email your professors to schedule a time to meet and discuss the implementation of your accommodations. You can not expect to use your accommodations until you have that meeting.
- Immediately email SAA (saa@pugetsound.edu) if an accommodation is not being implemented in the classroom, SAA Testing Center, or you need to review or request accommodations.

My Apps

Puget Sound Systems















Additional Login Required

Add section +




Notifications 1

Add apps

Puget Sound Systems

 25Live Room Scheduling	 Bill + Payment	 Canvas	 GET Food	 Google Drive	 Handshake
 myPugetSound	 Online Service Desk	 PCS Print Shop	 PS Campus	 SAA Accommodate	 Sounding Board ePortfolios
 Study Abroad Portal	 Zoom				

Additional Login Required

 PaperCut	 vDesk	 Webmail
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Click on the "SAA Accommodate" app

Information on how to contact or Register with SAA



The screenshot shows the 'Accommodate' website. The top left features the logo 'Accommodate' and a navigation menu with 'Home', 'Accommodation', 'Resources', and 'Calendar'. The 'Home' link is circled in red. A red arrow points from the main title above to a light blue informational banner. The banner contains text about registering with SAA and contacting them for accommodations. Below the banner, there is a 'News Feed' section with a message that no announcements are currently displayed, and a 'shortcuts' section with links to 'Document Library' and 'My Activity Summary'. The footer includes 'Accessibility Services Management System' and links to 'Privacy Policy' and 'Terms of Use'.

Accommodate

- Home
- Accommodation
- Resources
- Calendar

Informational Banner:

i If you are NOT currently registered with SAA and need disability accommodations, click this link: [Register with SAA to Request Disability Accommodations](#), complete the online form and upload documentation of your disability. SAA will contact you within a few days to schedule an intake meeting.

If you are currently registered with SAA and receiving disability accommodations, please email saa@pugetsound.edu with questions or to schedule an appointment with an Accommodation Specialist.

News Feed

There are currently no announcements or notifications to display.

shortcuts

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

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

Click on the “Accommodations” tab to see your eligible accommodations

The screenshot displays the 'Accommodate' web application. The top left features the 'Accommodate' logo. A sidebar on the left contains navigation links: Home, Accommodation (circled in red), Accommodations, Semester Request, Letters, Equipment, Resources, Class Notes, Testing Room, and Calendar. The main content area is titled 'Return | Return to list (Accommodation)' and 'Accommodation'. Below this is a breadcrumb trail: < Accessibility Request Semester Request Letters Equipment >. A blue information banner states: 'Below is a list of your accommodation history. NOTE: Some may have been Time-limited.' The primary section is 'Accessibility Accommodation Request', which includes the following details: Request # A00413-2020, Student StudentRuby Collins, and the question 'What accommodations are you requesting?'. A grey box below contains the text 'Accessibility Accommodation #1' and 'Accommodation Type ETEXT - Accessible Text'. The top right corner has a share icon and the initials 'SC'. A small 'EMPLU' logo is visible in the bottom right corner.

Click on the
“Semester
Request”
tab.



The screenshot shows the Accommodate website interface. On the left is a sidebar with navigation options: Home, Accommodation, Accommodations, Semester Request (circled in red), Letters, Equipment, Resources, Class Notes, Testing Room, and Calendar. The main content area is titled 'Accommodation' and has a sub-header 'Return to Accommodation | Return to list (Accommodation)'. Below this is a tabbed interface with 'Semester Request' selected. A blue information box contains instructions: 'To request accommodations, please click the "Add New" button. Disregard the "Apply Search" button. Students must submit a Semester Request by the third week of the semester. Uncheck any class you do not need to use an accommodation for. Please wait until you have received an email notification that your request has been processed before you schedule a meeting with your professor to discuss the implementation of your accommodations. You can not expect to use your accommodations until you have had that meeting.' Below the information box is an 'Apply Search' button. Further down, there is an 'Add New' button (circled in red) next to '5 results'. To the right of the 'Add New' button are filters: 'Sort By: Date Needed' and 'Showing 20'. At the bottom, a list item is shown: '1DA - 1 extra day beyond absence policy' with an 'APPROVED' status tag, 'Spring 2023', and 'Courses: SAA 101 A ()'.

Then click the
“Add New” button.



Choose the current semester in the “Semester” drop down menu.

The screenshot shows the Accommodate website interface. At the top left is the logo "Accommodate". In the top right corner, there are two circular icons: one with a share symbol and another with the letters "SC". Below the logo is a navigation menu with the following items: Home, Accommodation, Accommodations, Semester Request, Letters, Equipment, Resources, Class Notes, Testing Room, and Calendar. The main content area has a breadcrumb trail: "Return to Accommodation | Return to list (Semester Request)". Below this is the heading "Accommodation". A horizontal navigation bar contains four tabs: "Accessibility Request", "Semester Request" (which is underlined), "Letters", and "Equipment". A light blue information box contains the following text: "Please submit a Semester Request to use your accommodations for current semester: FLEXAD - Flexibility on Attendance and Due Dates, ULTCR - Student needs to use a laptop in the classroom to take notes, CLN - Student needs daily class notes, 1DA - 1 extra day beyond absence policy, ETEXT - Accessible Text, ETDR50% - 50% extended time on all exams and quizzes in a distraction reduced environment". Below this box, there is a "Semester" dropdown menu with "Spring 2023" selected. To the right of the dropdown is a button labeled "Request Semester Accommodations". A red arrow points from the text on the left to the "Semester" dropdown menu. Another red arrow points from the text at the bottom to the "Request Semester Accommodations" button.

Then click “Request Semester Accommodations” on the right side of the screen.

For each accommodation, select the course you will use it in.

click "Submit."

The screenshot shows a web interface for submitting an Accessibility Accommodation Request. On the left is a navigation menu with items: Accommodations, Semester Request, Letters, Equipment, Resources, Class Notes, Testing Room, and Calendar. The main content area is titled "Accessibility Accommodation Request" and contains the following fields and buttons:

- Question: "What accommodations are you requesting? *"
- Section: "Accessibility Accommodation"
- Field: "Accommodation Type *" with a dropdown menu showing "ETEXT - Accessible Text" and a "Choose..." button.
- Field: "Description" with a text area containing the text: "Instructors will provide handouts and Canvas documents in accessible format (if text can be selected and copied, it is accessible). SAA works directly with students to provide accessible textbooks. The library works with faculty to convert other course material to an accessible format".
- Field: "Semester *" with a dropdown menu showing "Spring 2023".
- Field: "Courses" with a checked checkbox for "SAA 101 A ()".
- Buttons: "Remove Accommodation", "Request Additional Accommodation", "Submit" (circled in red), and "Cancel".

Red arrows from the text on the left point to the "Submit" button and the "Courses" selection.

You will be taken back to the “Semester Request” page, when your request has been approved, you will see APPROVED. This could take a few days to approve.

You must meet with your professors to discuss the implementation of your accommodations.

You cannot expect to use your accommodations until you have had this meeting.



ETEXT Accessible Text **APPROVED**

Fall 2021

Courses: saa test course ()

Started on June 04, 2021

Ends on December 31, 2021

Created on August 02, 2021, 4:43 pm

Click on the “Letters” tab on the left.

The screenshot shows the Accommodate website interface. The left sidebar contains a navigation menu with the following items: Home, Accommodation, Accommodations, Semester Request, Letters (circled in red), Equipment, Resources, Class Notes, Testing Room, and Calendar. The main content area is titled 'Accommodation' and features a breadcrumb trail: 'Return to Accommodation | Return to list (Accommodation)'. Below the breadcrumb, there are four tabs: 'Accessibility Request', 'Semester Request', 'Letters' (selected), and 'Equipment'. A blue information banner states: 'Here are duplicate copies of the letters that went to your professors. Professors will sign their copies of the letters after they meet with you. Students do NOT sign letters'. Below the banner, it shows '6 results' and sorting options: 'Sort By: Created' and 'Showing 20'. The first result is 'Semester Request Decision To Faculty' with a 'LETTERS' tag, by 'StudentRuby Collins', created on 'April 10, 2023, 1:39 pm'. A red arrow points from the 'Letters' tab in the sidebar to the 'LETTERS' tag on the first result.

Click on “Semester Request Decision To Faculty” to open a Decision Letter. Read accommodation descriptions prior to meeting with professors.

When your semester request has been processed you will receive an email directing you to schedule a meeting with each professor to discuss the implementation of your accommodations.

You cannot expect to use your accommodations until you have this meeting.

If you need assistance with submitting your semester request or would like to meet to discuss your accommodations, please email saa@pugetsound.edu.

We can schedule appointments to assist you!

Student Accessibility And Accommodation