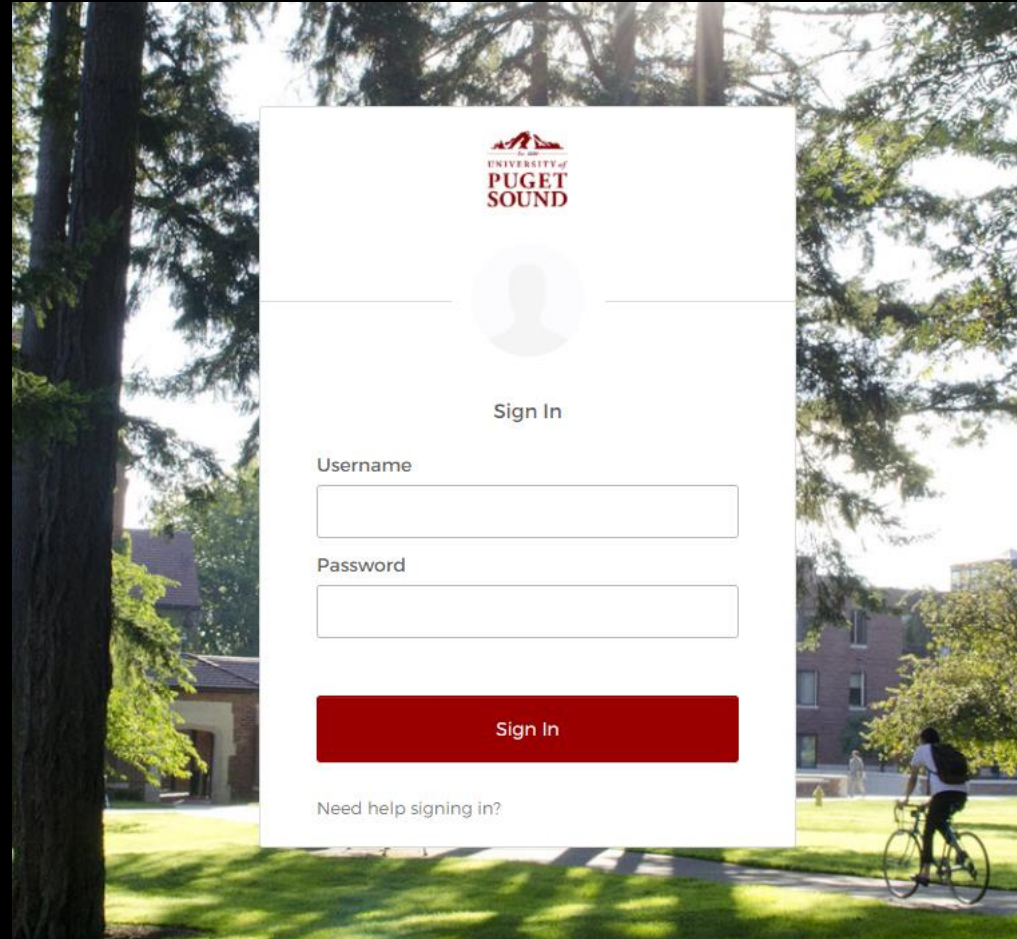


# Logging in and Submitting Semester Requests



Go to [login.pugetsound.edu](http://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](mailto: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

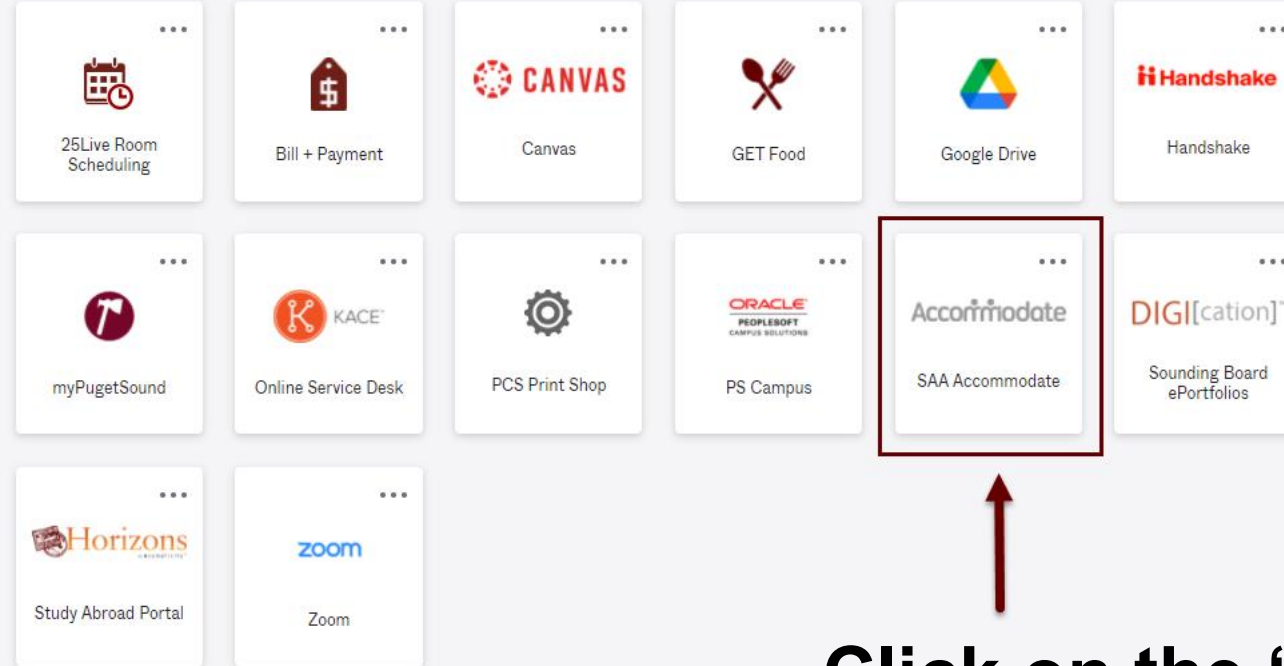
Additional Login Required

Add section +

Notifications 1

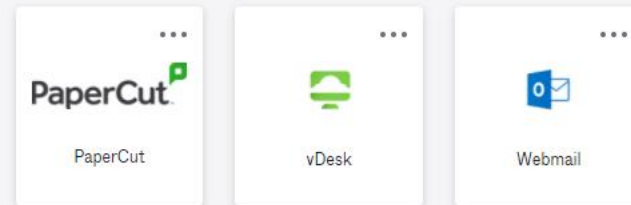
Add apps

Puget Sound Systems



A grid of application tiles for Puget Sound Systems. The tiles are arranged in three rows and six columns. The first row contains: 25Live Room Scheduling, Bill + Payment, Canvas, GET Food, Google Drive, and Handshake. The second row contains: myPugetSound, Online Service Desk, PCS Print Shop, PS Campus, SAA Accommodate (highlighted with a red box and an arrow), and DIGI[cation]™. The third row contains: Study Abroad Portal and Zoom.

Additional Login Required



A grid of application tiles for Additional Login Required. The tiles are arranged in one row and three columns. The tiles are: PaperCut, vDesk, and Webmail.

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'. A navigation menu on the left includes 'Home' (circled in red), 'Accommodation', 'Resources', and 'Calendar'. The main content area has a light blue banner with an information icon and text: '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](mailto:saa@pugetsound.edu) with questions or to schedule an appointment with an Accommodation Specialist.' Below this is a 'News Feed' section with the message 'There are currently no announcements or notifications to display.' To the right is a 'shortcuts' section with links for '> Document Library' and '> My Activity Summary'. The footer contains 'Accessibility Services Management System' on the left and 'Privacy Policy | Terms of Use' on the right.

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

The screenshot displays the 'Accommodate' web application interface. On the left sidebar, the 'Accommodation' tab is highlighted with a red circle. The main content area shows the 'Accommodation' page with a breadcrumb 'Return | Return to list (Accommodation)'. A navigation bar at the top of the main content area includes 'Accessibility Request', 'Semester Request', 'Letters', and 'Equipment', with 'Accessibility Request' selected. A blue information banner states: 'Below is a list of your accommodation history. NOTE: Some may have been Time-limited.' Below this, an 'Accessibility Accommodation Request' card is shown with the following details:

- Request #: A00413-2020
- Student: StudentRuby Collins
- What accommodations are you requesting?:
  - Accessibility Accommodation #1
  - Accommodation Type: ETEXT - Accessible Text

Click on the  
“Semester  
Request”  
tab.



The screenshot shows the Accommodate website interface. The top navigation bar includes the logo 'Accommodate' and user icons. The left sidebar contains a list of navigation items: 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 features a sub-navigation bar with tabs for Accessibility Request, Semester Request (underlined), Letters, and Equipment. A blue informational 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 this box is an 'Apply Search' button. Further down, an 'Add New' button is circled in red, followed by '5 results'. To the right of the 'Add New' button, there is a 'Sort By: Date Needed' dropdown and 'Showing 20' items. The first result listed is '1DA - 1 extra day beyond absence policy' with an 'APPROVED' status tag, for 'Spring 2023' in '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 secondary navigation bar contains tabs for "Accessibility Request", "Semester Request" (which is underlined), "Letters", and "Equipment". A light blue informational 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 currently set to "Spring 2023" and a button labeled "Request Semester Accommodations". Both the dropdown menu and the button are circled in red. A red arrow points from the left text to the dropdown menu, and another red arrow points from the bottom text to the 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 image 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", and "Cancel".

Red arrows from the text on the left point to the "Submit" button (circled in red) 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](mailto:saa@pugetsound.edu).**

**We can schedule appointments to assist you!**

**Student Accessibility And Accommodation**