

ACCOMMODATE SOFTWARE

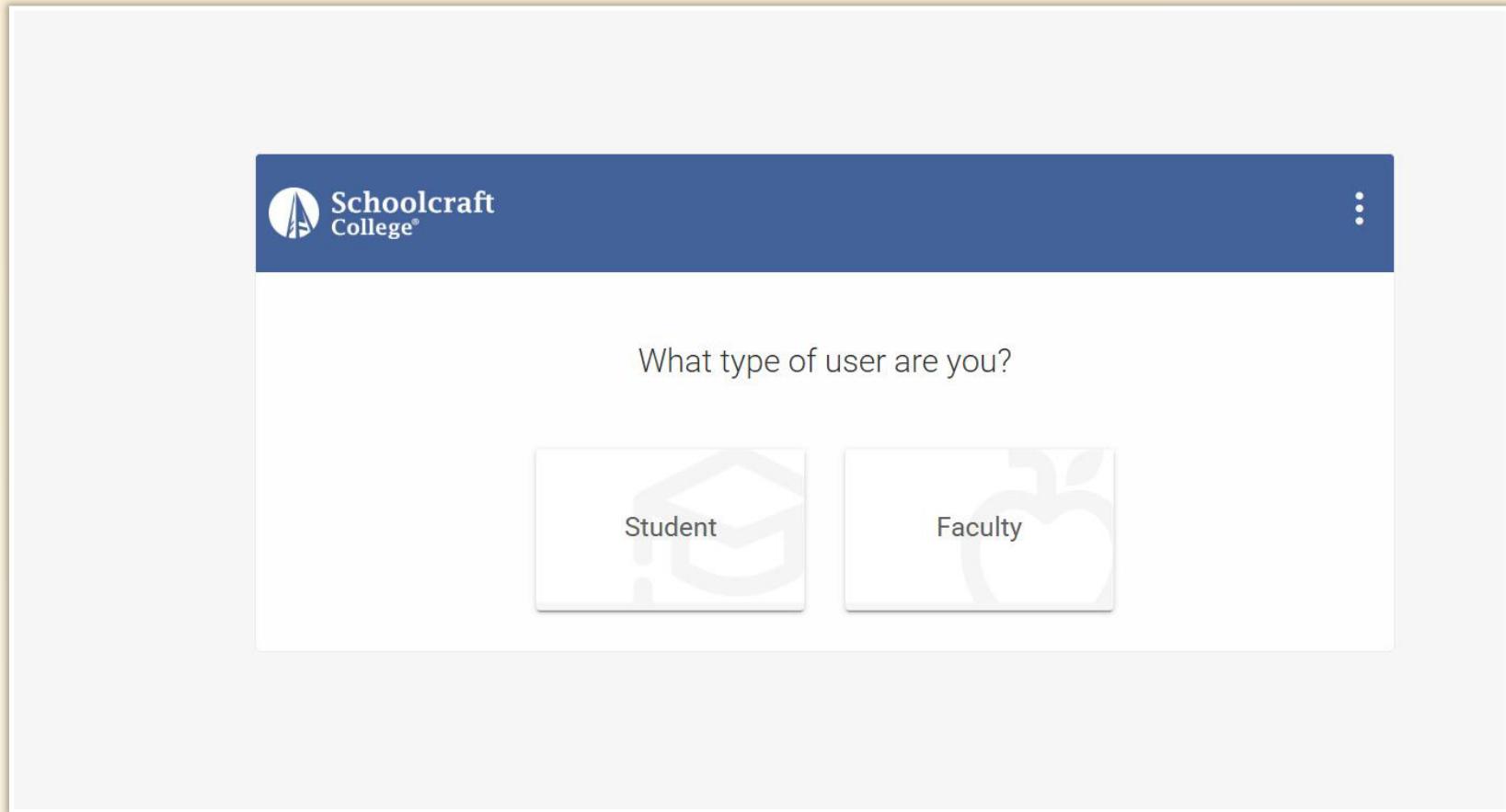
INSTRUCTIONS FOR
HOW TO SUBMIT
AN ADDITIONAL
REQUEST FOR
ACCOMMODATION(S)



Schoolcraft College
DISABILITY SUPPORT
SERVICES OFFICE

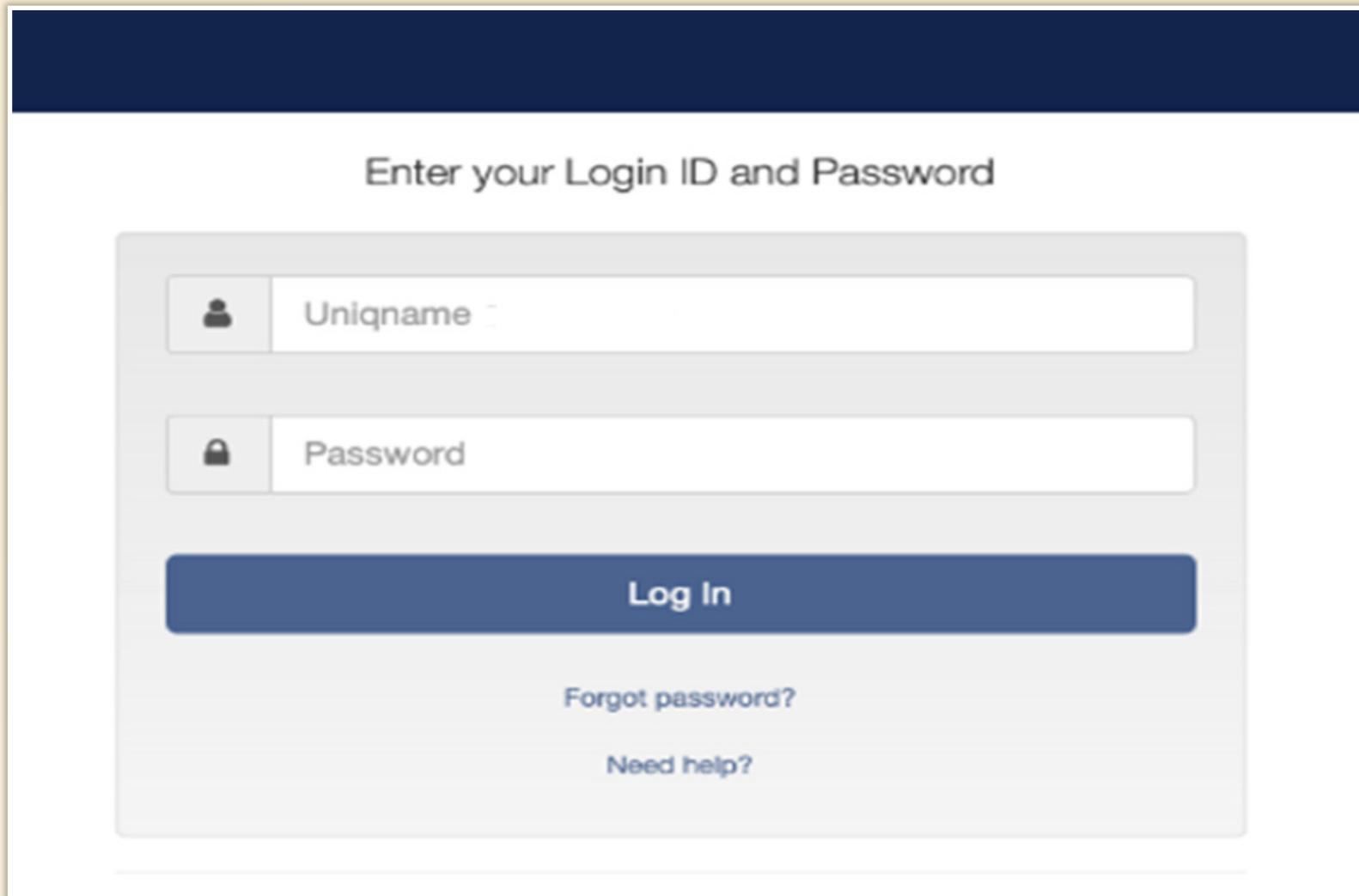
Students: How to submit an additional accommodation request.

1. Visit the Accommodate website found on the DSS Website or Ocelot Access and select “Student” under “What type of user are you?”.



Picture 1: Accommodate sign on page displaying “Student” and “Faculty” options for signing in.

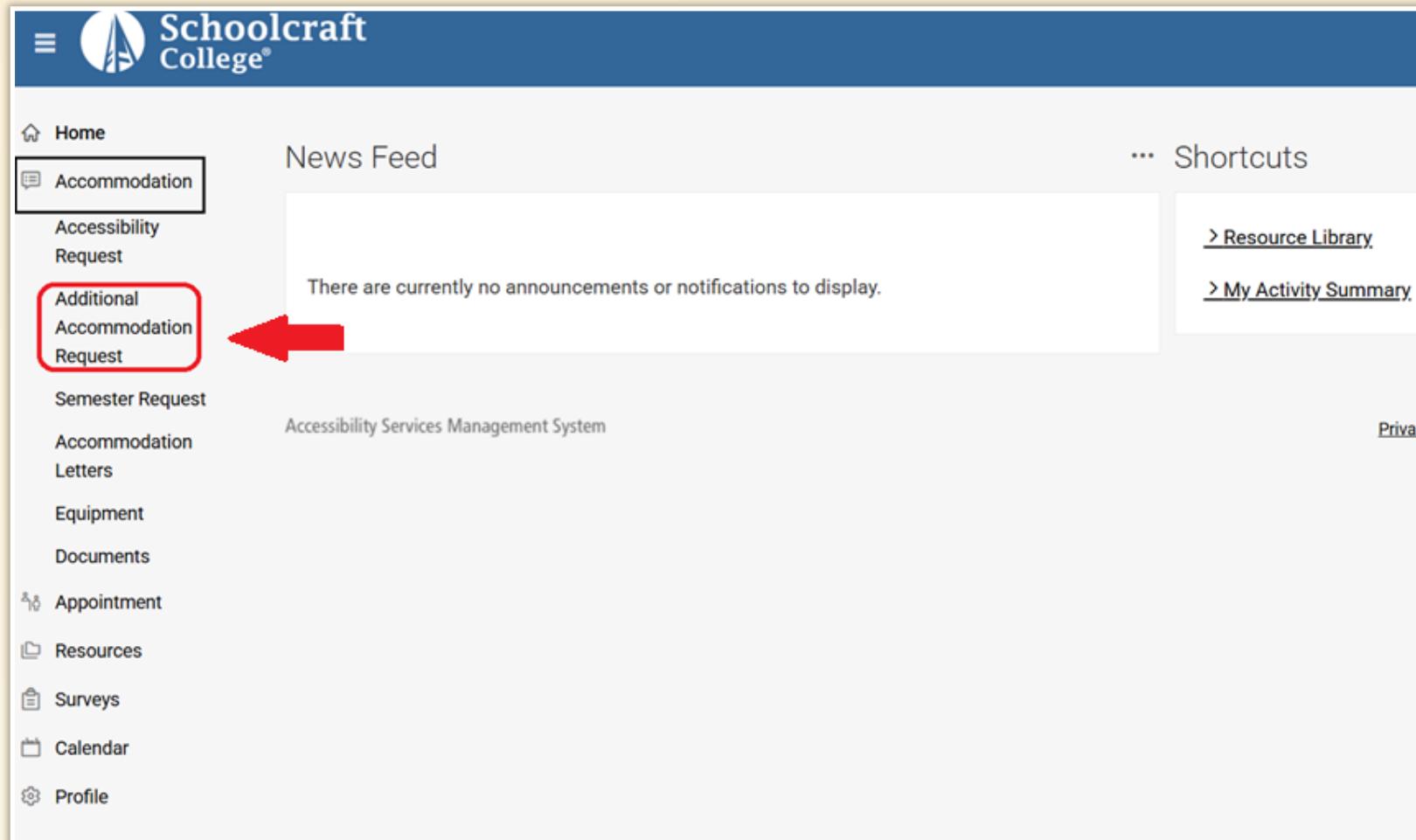
2. Use your Schoolcraft single sign-on username and password to log into Accommodate.



The image shows the login interface for the Accommodate platform. At the top, a dark blue header bar spans the width of the page. Below this, the main content area has a light gray background. Centered in the middle is the text "Enter your Login ID and Password" in a black, sans-serif font. Below this text are two input fields: the first is labeled "Uniqname" and features a small user icon to its left; the second is labeled "Password" and features a small lock icon to its left. Both fields are enclosed in white rectangular boxes with thin black borders. Below these fields is a large, dark blue rectangular button with the white text "Log In" centered on it. At the bottom of the form, there are two smaller, blue, underlined text links: "Forgot password?" on the left and "Need help?" on the right. The entire form is contained within a white rectangular border.

Picture 2: The Accommodate single sign-on page where students enter their Schoolcraft username and password.

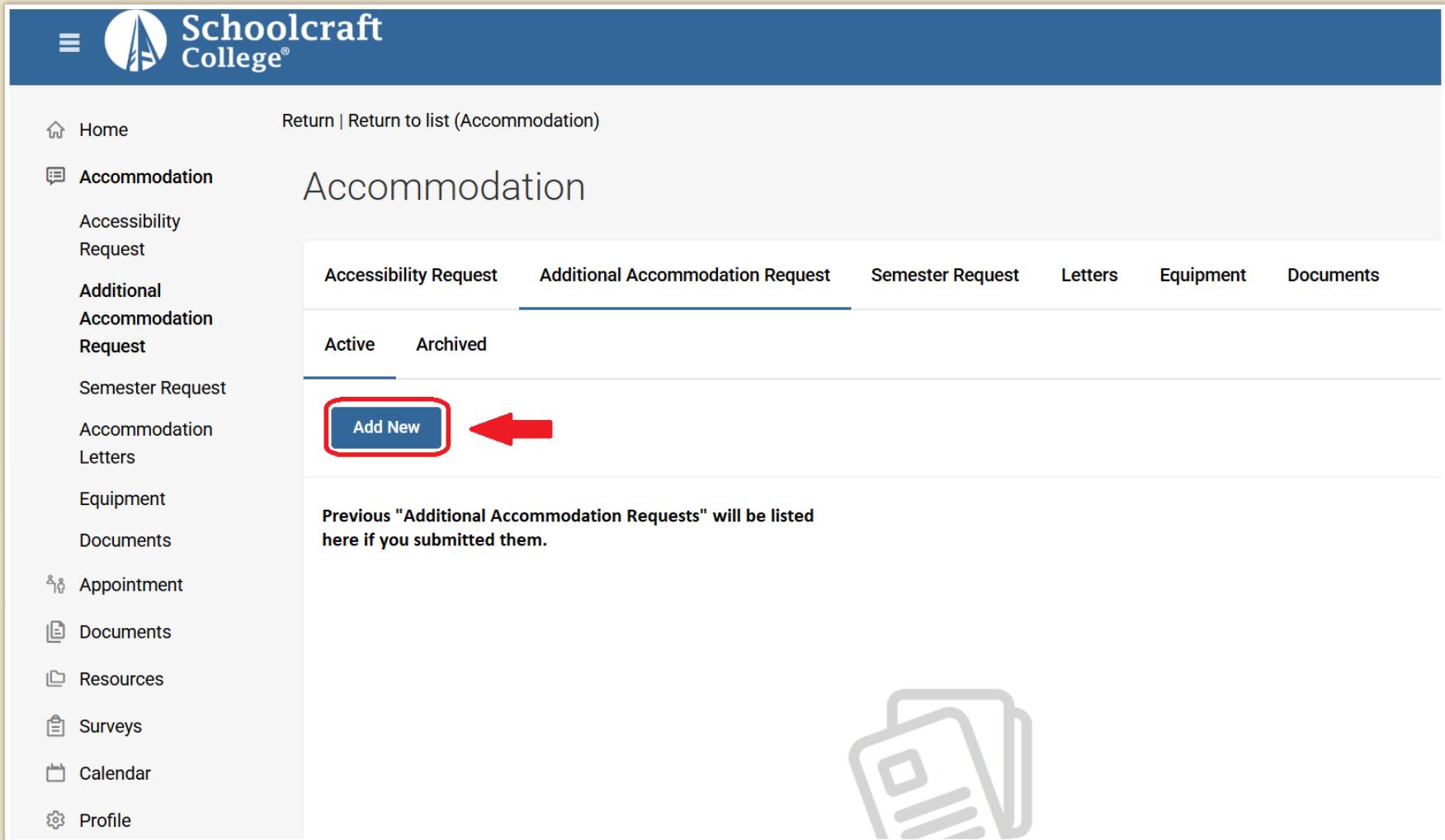
3. Select “Accommodation” on the left-hand side of the student home page and then select “Additional Accommodation Request” underneath.



The screenshot shows the Schoolcraft College student home page. The top navigation bar includes the Schoolcraft College logo, a menu icon, and links for Home, Accommodation, Accessibility Request, Additional Accommodation Request (which is highlighted with a red box and a red arrow pointing to it), Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled "News Feed" and displays the message: "There are currently no announcements or notifications to display." To the right of the news feed, there is a "Shortcuts" section with links to "Resource Library" and "My Activity Summary". The bottom right corner of the page shows "Privacy" and "Help".

Picture 3: The Accommodate student page where the “Additional Accommodation Request” tab is located.

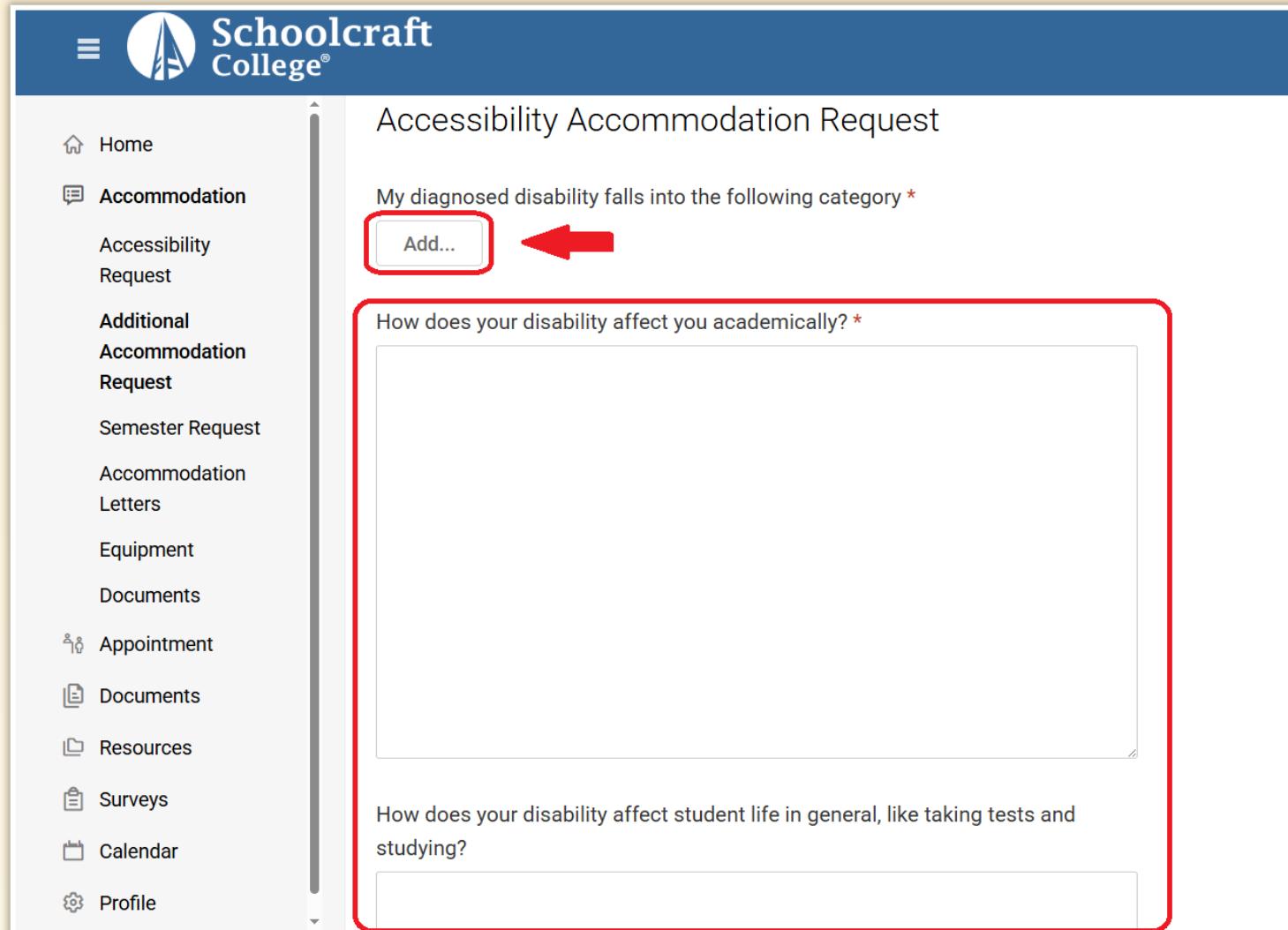
4. Select the “Add New” button on the “Additional Accommodation Request” page.



The screenshot shows the Schoolcraft College Accommodation page. The top navigation bar includes the Schoolcraft College logo, a menu icon, and links for Home, Return, and Return to list (Accommodation). The main menu on the left lists options: Home, Accommodation (selected), Accessibility Request, Additional Accommodation Request (selected), Semester Request, Accommodation Letters, Equipment, and Documents. The Accommodation page title is "Accommodation". Below the title is a navigation bar with tabs: Accessibility Request, Additional Accommodation Request (underlined), Semester Request, Letters, Equipment, and Documents. Underneath this is a sub-navigation bar with Active and Archived buttons. A prominent blue button labeled "Add New" is highlighted with a red box and a red arrow pointing to it. Below the "Add New" button is a note: "Previous 'Additional Accommodation Requests' will be listed here if you submitted them." To the right of the note is a graphic of three overlapping documents.

Picture 4: The Accommodate “Additional Accommodation Request” page displaying where the “Add New” button is located to start the process of requesting a new accommodation.

5. Use the “Add” button beneath the first question to select your disability. After, answer questions about the educational barriers you experience.



Schoolcraft College

Home

Accommodation

Accessibility Request

Additional Accommodation Request

Semester Request

Accommodation Letters

Equipment

Documents

Appointment

Documents

Resources

Surveys

Calendar

Profile

Accessibility Accommodation Request

My diagnosed disability falls into the following category *

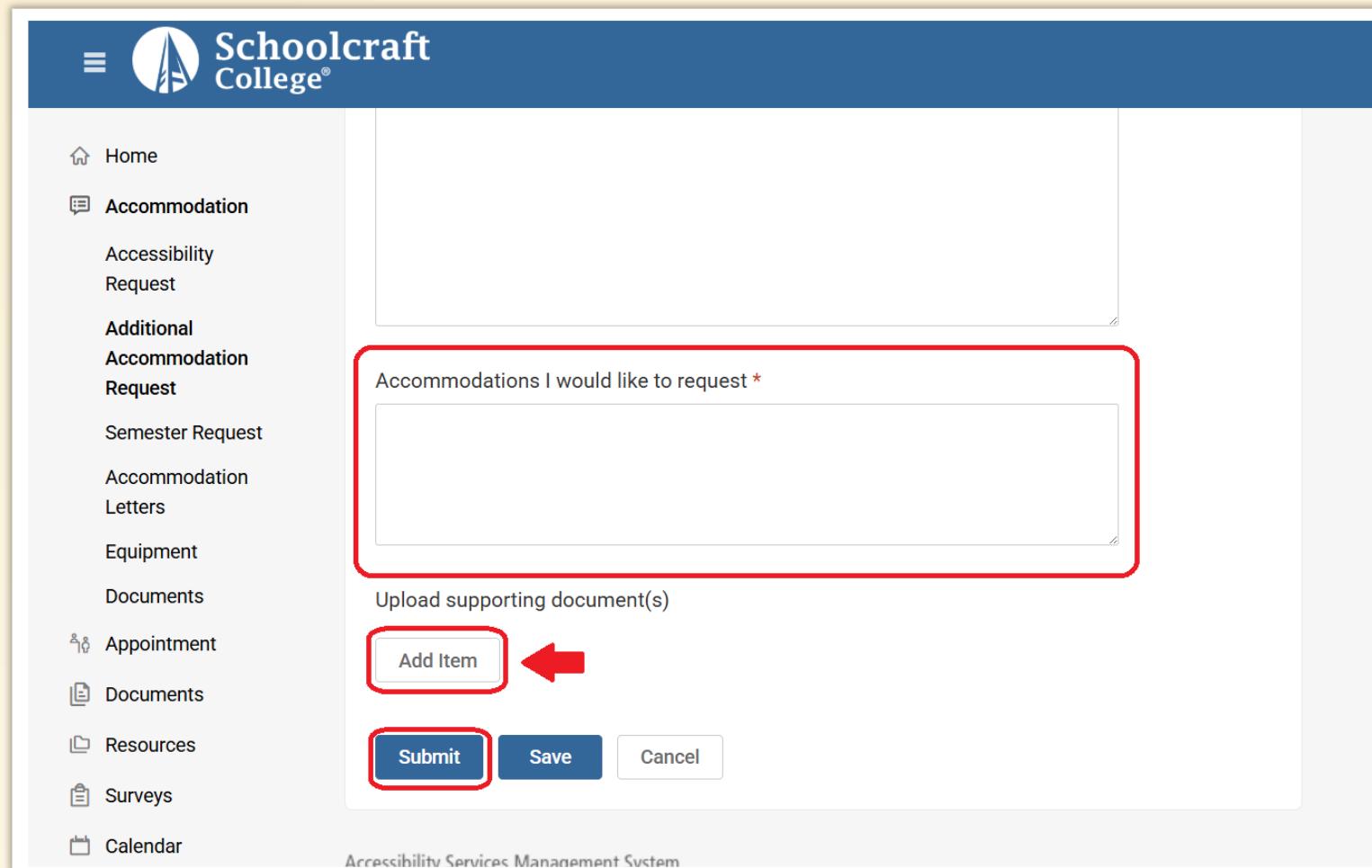
Add...

How does your disability affect you academically? *

How does your disability affect student life in general, like taking tests and studying?

Picture 5: The “Additional Accommodation Request” page displaying how to select about your disability and the educational barriers you experience.

6. Select the accommodation(s) you're requesting and upload any supporting documentation using the "Add Item" button. If you have a new diagnosis or a change in severity, updated documentation may be required. When finished, click "Submit" at the bottom of the page.



The screenshot shows the Schoolcraft College Accessibility Services Management System. The left sidebar contains a navigation menu with the following items: Home, Accommodation (selected), Accessibility Request, Additional Accommodation Request (highlighted with a red box), Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, Surveys, and Calendar. The main content area is titled "Additional Accommodation Request". It contains a text input field labeled "Accommodations I would like to request *", a "Upload supporting document(s)" section, and a "Save" button. At the bottom, there are "Submit", "Save", and "Cancel" buttons. The "Add Item" button is highlighted with a red box and a red arrow points to it from the left.

Picture 6: The “Additional Accommodation Request” page displaying where to enter what accommodations you are requesting, how to add relevant documentation, and submit your request.

7. Once you submit your “Additional Accommodation Request”, a representative from Disability Support Services (DSS) will contact you within 1–3 business days to schedule an appointment with a DSS Advocate to discuss your request. If you have questions that arise in the meantime, you can reach us in the following ways:

Phone: (734) 462-4330

Email: dss@schoolcraft.edu

**Office: Located in the Student Support Suite
Room 175 of the McDowell Building**