

ACCOMMODATE SOFTWARE

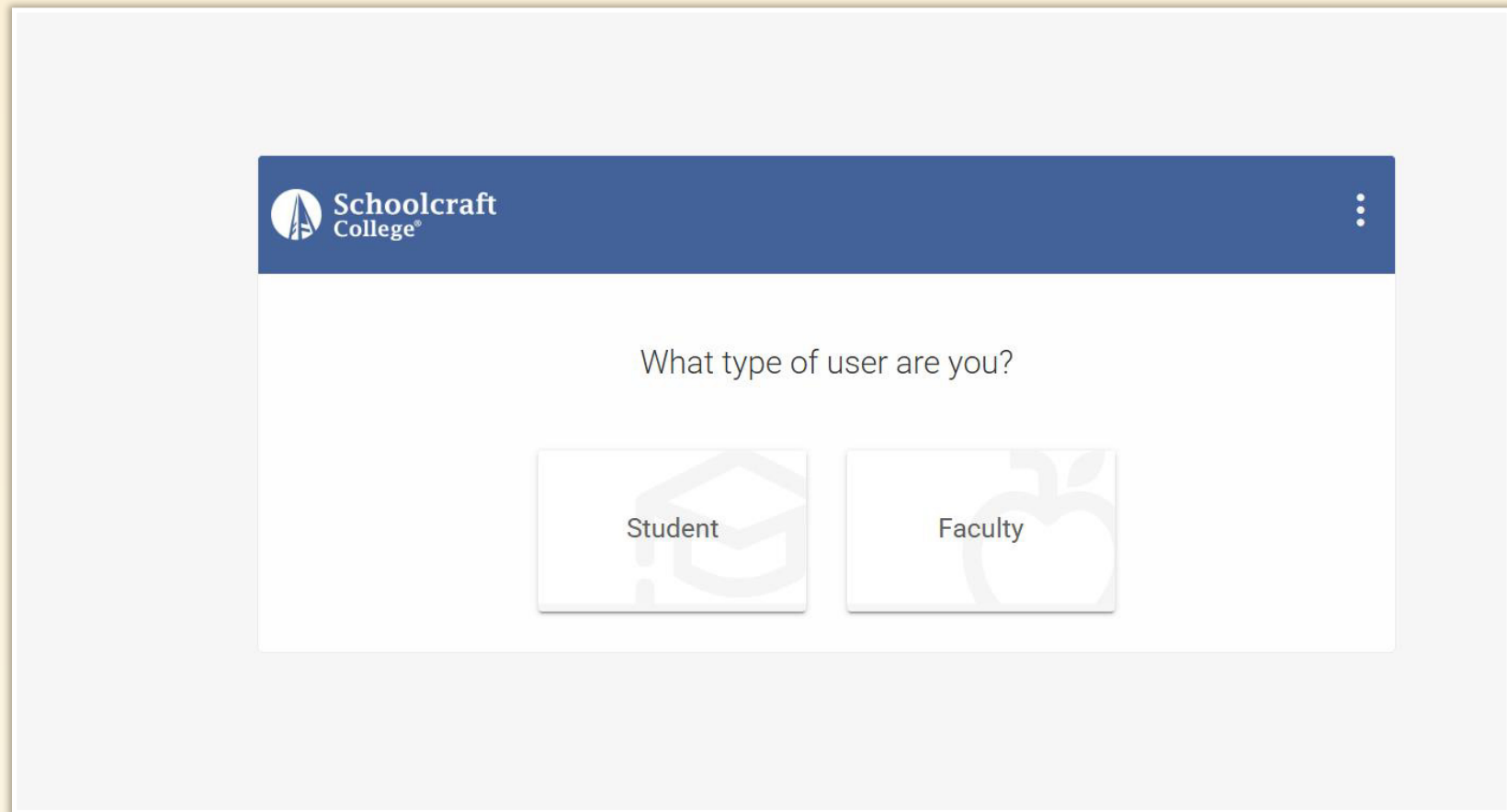
**INSTRUCTIONS FOR
HOW TO SUBMIT
AN ADDITIONAL
REQUEST FOR
ACCOMMODATION(S)**



Schoolcraft College
DISABILITY SUPPORT
SERVICES OFFICE

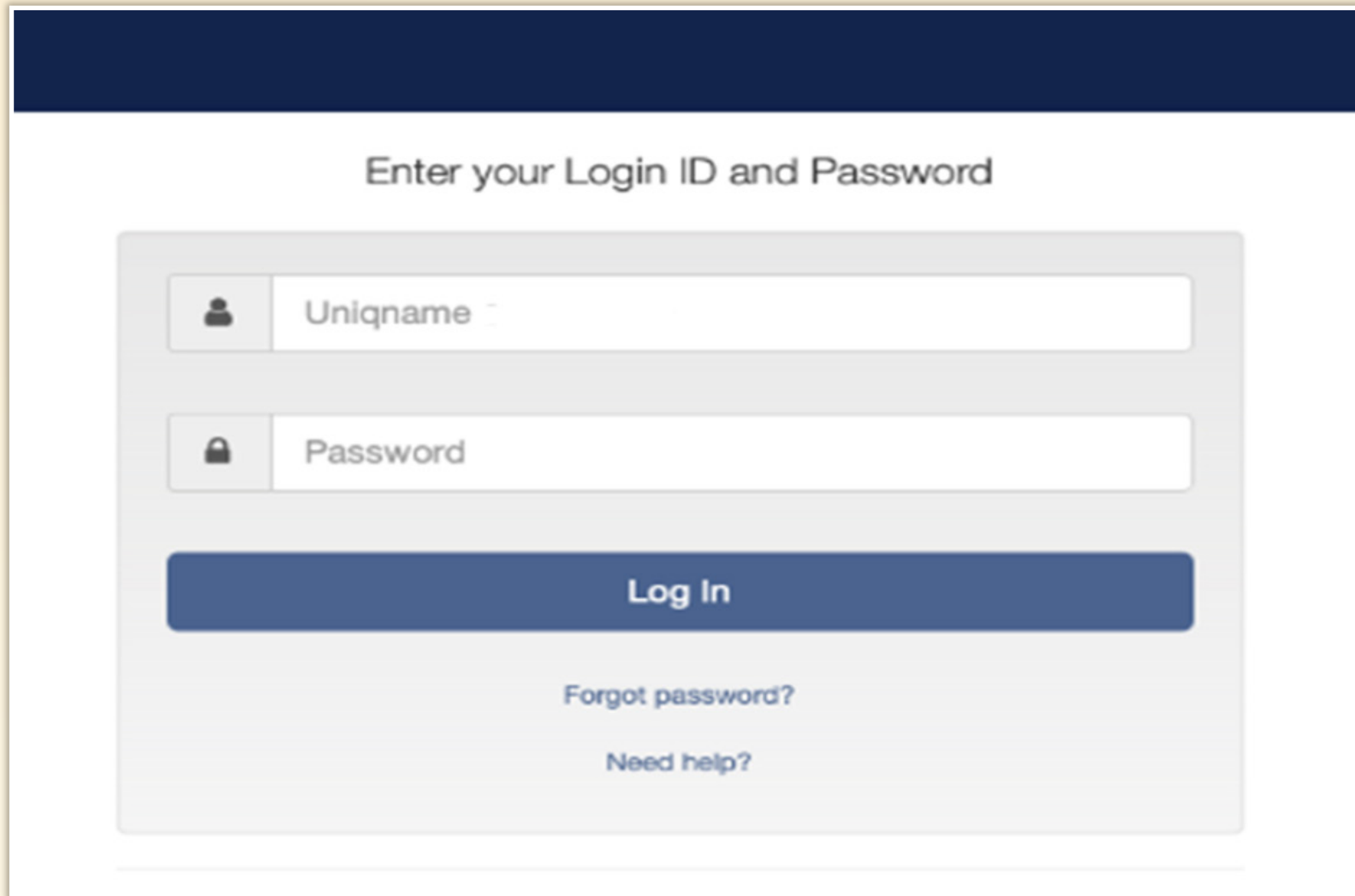
Students: How to submit an additional accommodation request.

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.

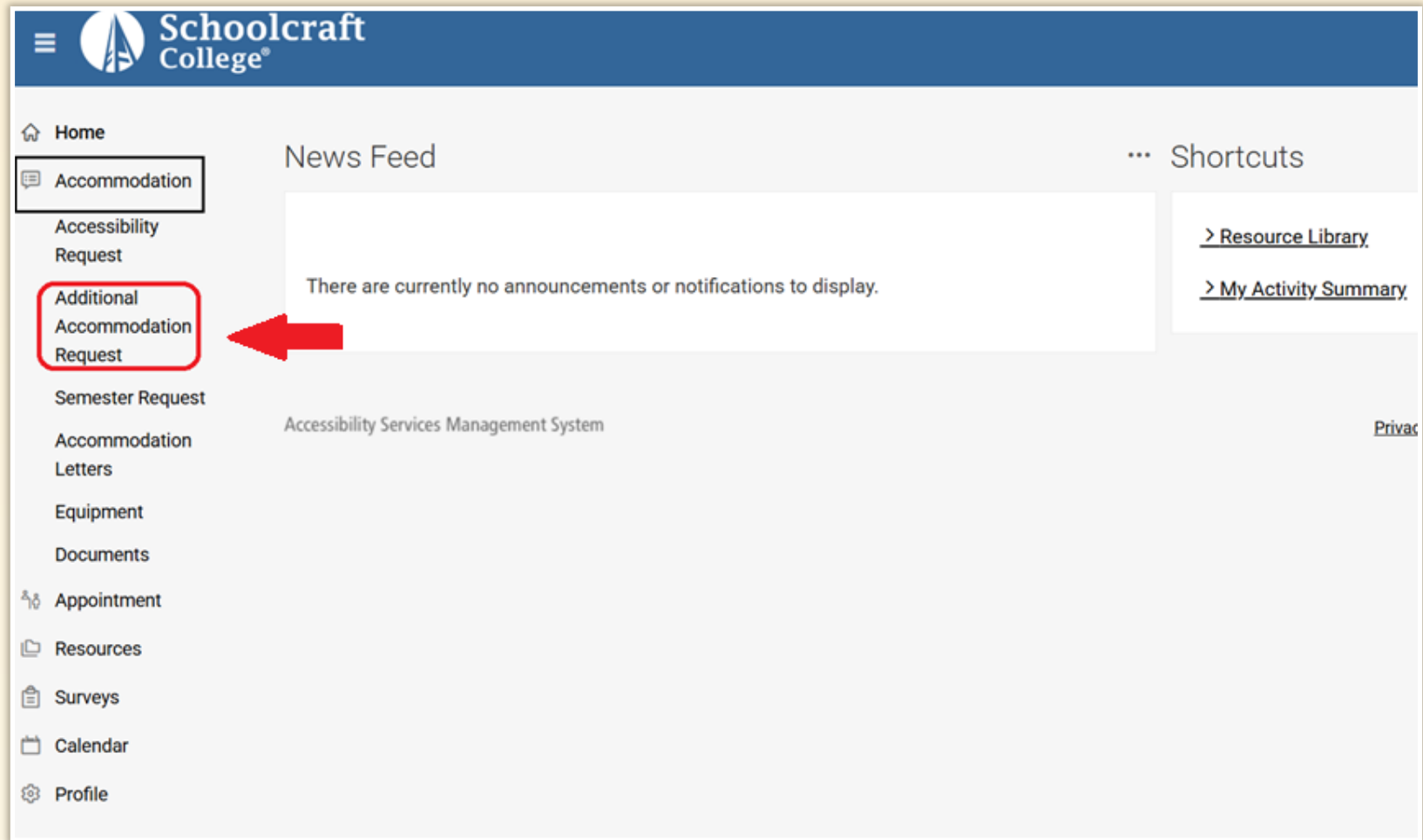
2. Use your Schoolcraft single sign-on username and password to log into Accommodate.



The image shows a login interface for Accommodate. At the top is a dark blue header bar. Below it, the text "Enter your Login ID and Password" is centered. The login form is a light gray rounded rectangle containing two input fields: "Uniqname" with a person icon and "Password" with a lock icon. Below these fields is a dark blue "Log In" button. At the bottom of the form are two links: "Forgot password?" and "Need help?".

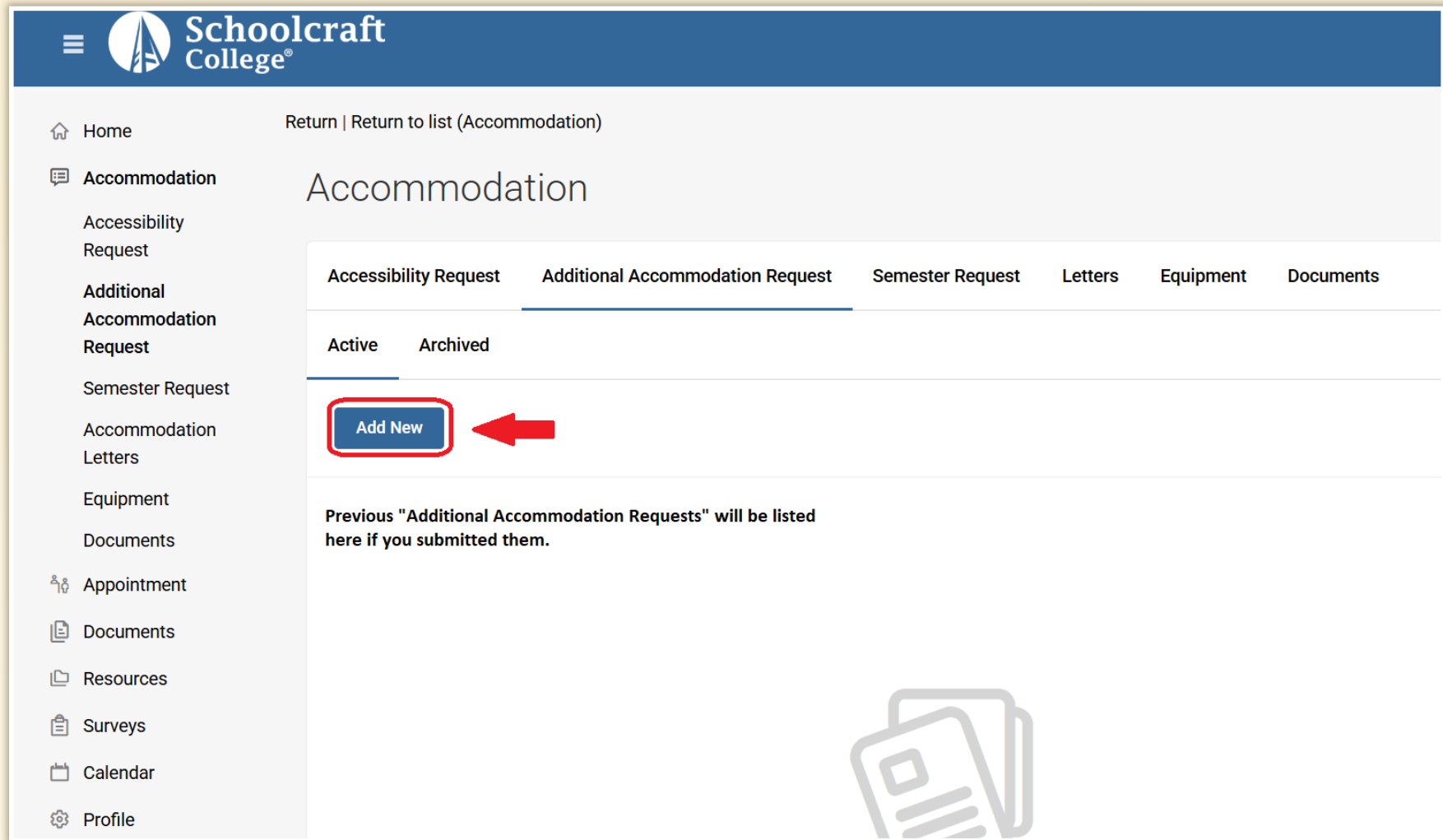
Picture 2: The Accommodate single sign-on page where students enter their Schoolcraft username and password.

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



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.



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.

The screenshot shows the Schoolcraft College website's Accessibility Accommodation Request page. On the left is a navigation menu with links: Home, Accommodation (highlighted), Accessibility Request, Additional Accommodation Request, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accessibility Accommodation Request'. It contains a section 'My diagnosed disability falls into the following category *' with an 'Add...' button highlighted by a red box and a red arrow pointing to it. Below this is a large red-bordered box containing two questions: 'How does your disability affect you academically? *' with a large text input area, and 'How does your disability affect student life in general, like taking tests and studying?' with a smaller text input area.

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 'Additional Accommodation Request' page in the Schoolcraft College Accessibility Services Management System. The page has a blue header with the Schoolcraft College logo and a left sidebar with navigation links. The main content area includes a large text box for 'Accommodations I would like to request', an 'Add Item' button, and 'Submit', 'Save', and 'Cancel' buttons at the bottom. Red boxes and an arrow highlight the key interactive elements.

Navigation links in the sidebar:

- Home
- Accommodation
 - Accessibility Request
 - Additional Accommodation Request
 - Semester Request
 - Accommodation Letters
 - Equipment
 - Documents
- Appointment
- Documents
- Resources
- Surveys
- Calendar

Main content area:

Accommodations I would like to request *

Upload supporting document(s)

Buttons: Add Item, Submit, Save, Cancel

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**