



STUDENT GUIDE | Accommodate

This guide explains how to use Accommodate, the University of Alberta's new system for managing student academic accommodations.

First time registering? Go to **STEP 1**.

Already approved for accommodations? Go to **STEP 3**.

STEP 1: Register for Accommodations

Register Early: Access to some accommodations can take time to arrange. We recommend registering for accommodations as early as possible.

- Log into [Accommodate](#).
- Read and acknowledge the Privacy Statement> click **Submit**.
- Go to **Accommodation> Registration>** enter the **Accommodations Registration Form**.
- Review the criteria for [required documentation](#) and convert your documents to PDF.
 - **Format:** Last name_first initial_yyyymmdd (e.g., Smith_J_20220125).
 - Use the date on which the documentation was completed.
- Go to **Documents>** click **Add New Document> Upload** your document.
- Select **Submit**.
- Repeat until all of your documents have been submitted.

Within a week, the Accommodations & Accessibility office will review your application and email you to book an appointment.

STEP 2: Attend Advising Appointments

Meeting with students one-on-one is an important step in determining appropriate accommodations. At your initial meeting, your Accessibility Advisor will:

- Assess your accessibility needs.
- Discuss and assign your accommodations.
- Provide information about accommodation service providers (if applicable).
- Help you develop an individualized learning plan that works for you and your courses.
- Review your student responsibilities.
- Review applicable online tools and resources for students.
- Discuss when and how to contact an advisor for assistance.
- Discuss disability grant funding options and procedures (if applicable).
- Answer any questions you have about academic accommodations.

STEP 3: Activate Your Accommodations

- Log into [Accommodate](#).
- Go to **Accommodation**> **Term Activation**> click **Add New**> filter by **term**.
- Select **Submit For All Accommodations** to activate all of your accommodations for all of your courses.
- Select **Review the Renewal** to select which accommodations you would like to activate for each course.
- Click **Submit**.
- Your advisor will approve your activation.
- Repeat the steps above if you enrol in new courses.

Note: You will need to activate your accommodations **every** term that you are enrolled in classes.

STEP 4: Review Your Accommodation Letter

The official Letter of Accommodation outlines the accommodations you have activated in your courses. An additional copy of the letter is provided to your instructors, which only contains information about your academic accommodations in their course. You will receive an email notification when your letter is available for review.

- Log in to [Accommodate](#).
- Go to **Accommodation**> **Communications**> click on the letter.
- New letters will also appear on your **Home** screen.
- Carefully read through your letter and **Sign** it.

STEP 5: Register Your Exams

If you have activated any exam accommodations, you will need to register your exams. It is **strongly recommended** that you register all your exams in Accommodate **as early as possible**—ideally when you receive your course outlines.

Remember to register for **all quizzes, tests, midterms, and final exams**.

- Log in to [Accommodate](#).
- Go to **Exam Registrations**> click **New Exam Registration**> select your **Class**.
- Select an **Exam** from the drop-down menu
 - If an exam is not listed, you will be prompted to enter in the exam title on the Confirm Exam Registration form.
- Select **Date** and **Class Location**> click **Check Availability**.
- Select the **time** of your exam as indicated on your course outline.
- Complete the **Confirm Exam Registration** form> click Submit Request.
- Your registration will appear under **Pending Exam Registrations** and you will receive an email confirmation.

- When staff review your exam registration request, it will move to **Acknowledged Exam Registrations**.
- You will receive an email **2 days before your exam** letting you know the specific location (building and room).
 - If you do not receive a specific location, it means your instructor has opted to proctor the exam themselves. Contact your instructor for details.
- Your exam location will appear under **Acknowledged Exam Registrations**.

Deadlines

You need to register at least **8 full days** before your exam.

- **Example:** If your exam is on Monday, October 27, at 9:00 a.m., you must register by Monday, October 20, at 8:59 a.m.

NOTE: In addition to the 8-day deadline, a **hard deadline** is set near the end of the term every Fall and Winter. This deadline applies to all exams—including finals, midterms, and quizzes. These dates fluctuate every year, but these deadlines are typically set for roughly **3 weeks** prior to the start of the final exam period.

Questions or Support?

Accommodations

- North Campus & Campus Saint-Jean: arrec@ualberta.ca
- Augustana Campus: augar@ualberta.ca
- Online: uab.ca/acc

Feedback on Accommodate

- Project Team: ae.project@ualberta.ca
- Online: [Accessibility Enhancement Project](#)