

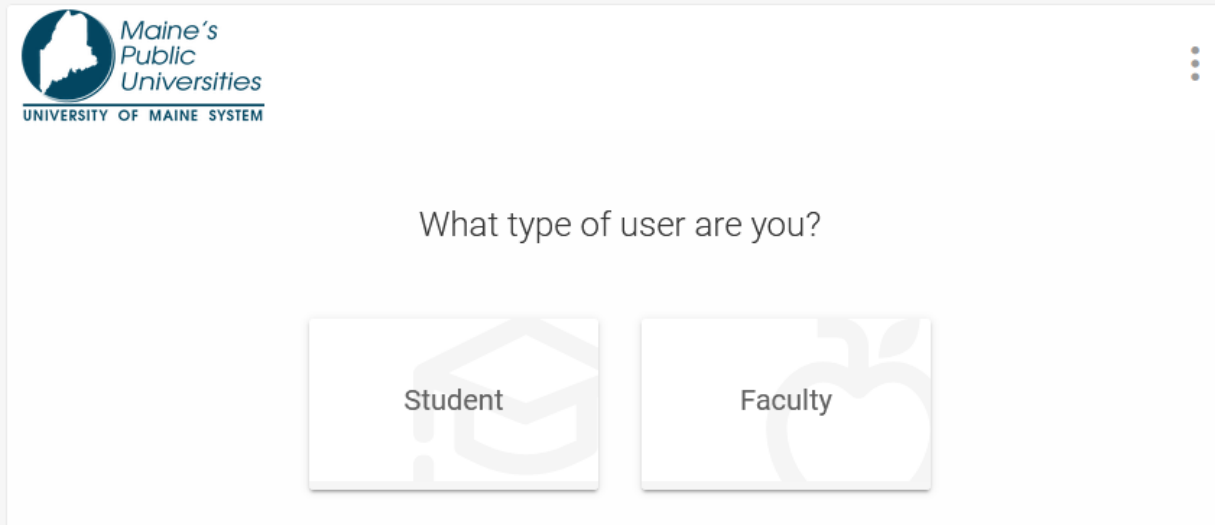
# Accommodate Faculty User Instructions

University of Maine System(UMS)

- UMS has implemented a new accommodation management platform called Accommodate.
- Your Accommodate portal houses important information you need to know about your students' accommodations.
- Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

## Logging into Accommodate

Log-in to Accommodate [here](#) and select "Faculty"



After you log-in you will arrive in the “Home” section.

Accommodate

Home

Accommodation Letters

Courses

Calendar

Surveys

Resources

My Account

Getting Started

✓ [Account Created](#)

✓ [Privacy Settings](#)

○ [Personal Profile](#)

News Feed

There are currently no announcements or notifications to display.

Your feedback is welcome.

Accessibility Services Management System

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

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# Viewing student accommodation letters

To view a student's accommodation letter select "Accommodation Letters." Select the letter that you wish to view. If your signature is requested, "Requested" will appear in a black rectangle next to the letter. Once a letter is signed, the text will indicate "signed."

The screenshot shows the 'Accommodate' web application interface. On the left is a sidebar with navigation links: Home, Accommodation Letters (selected), Courses, Calendar, Surveys, Resources, and My Account. The main content area is titled 'Accommodation Letters' and includes a search bar with the placeholder text 'Keywords' and 'Searches title and description'. Below the search bar are buttons for 'Apply Search' and 'More Filters'. The results section shows '13 results' and a 'SORT BY: Sent/Submitted' dropdown. The first result is an 'Approval Letter' marked as 'REQUESTED' in a black box. The details for this letter are: 'A00008-2019/Cora Barragan', 'Macro Economics (ECON102)', and 'Sent on April 19, 2020, 1:31 pm'. In the top right corner of the application, there are two circular profile icons, one with a document icon and another with the initials 'AB'.

Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. If your signature is requested, please complete the form by typing your name at the bottom as indicated. To return to the full list, select "Return to List (Accommodation Letter)"

Home

**Accommodation Letters**

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[Return to Accommodation Letters](#) | [Return to list \(Accommodation Letters\)](#)

## Accessibility Letter sent at 2020-04-19 13:31:46

\* indicates a required field

### Send Notification

Subject

Approval Letter

HTML Body

Letter of Accommodation Transmittal Email

**[Student Name]**

**[Quarter/Semester Select one: Winter Spring Summer Fall]**

**Quarter/Semester**

**[CRN, Class Name/#, Course Title]**

# Viewing a list of students enrolled in the class with accommodations

To view a list of students enrolled in your course with accommodations, select “Courses.” Select the course you wish to view. Here you can view course details, enrolled students, room bookings, exams, or course notes.





 Home

 Accommodation Letters

 **Courses**

 Calendar

 Surveys

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[Return to Accommodation Letters](#)

## Course

Course Catalog

Past Courses

Keywords

Semester

Apply Search

More Filters

2 results

 SORT BY: Title  Showing 20 

### ADVANCED LEGAL RESEARCH

 Date: March 03, 2021 - May 27, 2021

 Time: 1:00 pm - 3:00 pm

To view enrolled students with accommodations, select “Enrolled Students” and then select “More Filters.” Select “Yes” Under Approved Accommodations for this Course to view only students who are approved for accommodations in this course.

Accommodate

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Return to Course | Return to list (Course)

ADVANCED LEGAL RESEARCH ()

Course Details

Enrolled Students

Room Bookings

Exam

Course Notes

Enrolled

Previously Enrolled

Keywords

Semester

[select]

▼

Clear

Approved Accommodations for this Course

☐ Yes

☒ No

Apply Search

Clear

Fewer Filters

# Test Room Bookings and Test Proctoring

To view Test Room Booking Requests, log into Acommodate, and they should appear on your home screen, but you can also select the course from the “Courses” tab on the left side. Then, select the “Alternative Test Room Bookings” tab. You can see either pending or approved requests.

Home

Accommodation Letters

Courses

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Resources

Home / Course / Course Details / Alternative Test Room Bookings

Sociology of Modern Conflicts (SOC 212-1234 ( UMS 08))

Course Details

Enrolled Students

Alternative Test Room Bookings

Exam

Pending

Approved

Keywords

Apply Search

No records

Accessibility Services Management System

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# Providing Test Proctoring Instructions and Uploading Exams

To upload an exam for a test room booking request you can either do it directly on your home page, or choose the course from the “Courses” tab on the left hand side. Then select “Exam” then “Add New Exam”





 Home

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ADVANCED LEGAL RESEARCH ()

Course DetailsEnrolled StudentsRoom Bookings**Exam**Course Notes

Keywords

Apply Search

☐

Add New Exam

Batch Options

1 results

Showing 20 ▾

☐

**exam**

ADVANCED LEGAL RESEARCH ()

Alternate Testing Room Main

🕒 Starts April 12, 2021

🕒 Ends April 19, 2021

Duration: 30

No file uploaded!

# View resources for faculty in Accommodate

To view resources uploaded by your campus Accessibility or Disability Services office, select “Resources” > “Resource Library”

Accommodate

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My Account

Home / Resources / Document Library

Resources

Keywords

Searches document name and description.

Apply Search

More Filters

1 results

Showing 20

A Guide to Disabilities and Accommodations

Size -

Accessibility Services Management System

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# Edit your Profile in Accommodate

By selecting “Personal Profile” on the homepage you can view and edit your account details

## Accommodate

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