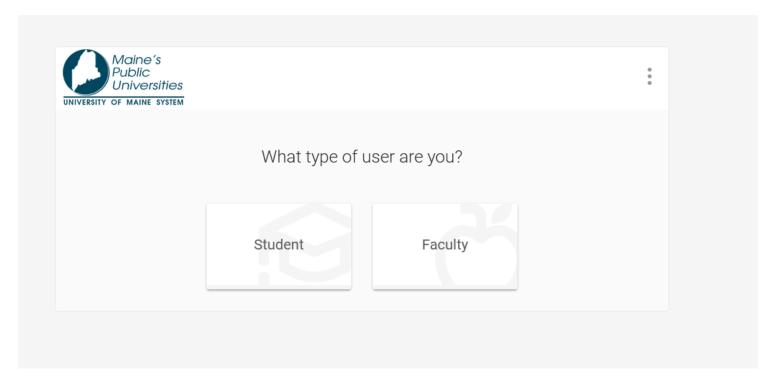
Accommodate Faculty User Instructions

University of Maine System(UMS)

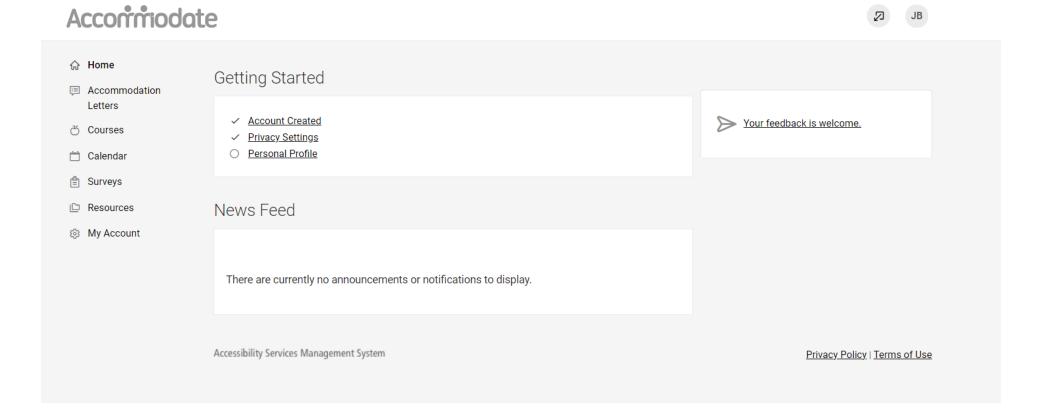
- UMS has implemented a new accommodation management platform called Accommodate.
- Your Accommodate portal houses important information you need to know about your students' accommodations.
- Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

Logging into Accommodate

Log-in to Accommodate here and select "Faculty"

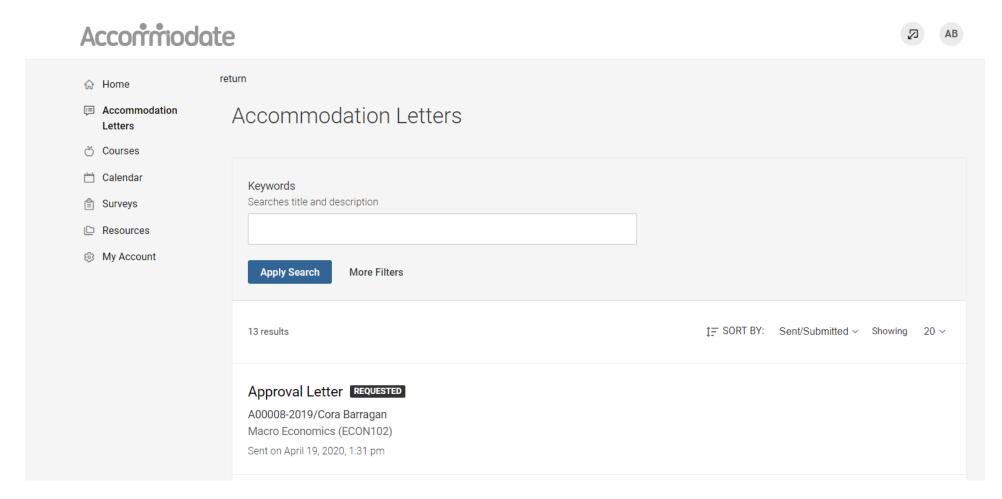


After you log-in you will arrive in the "Home" section.



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."

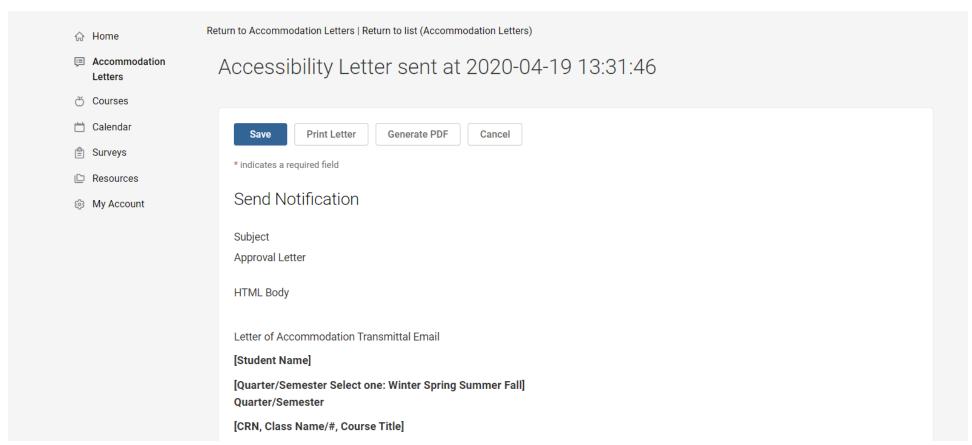


Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. If your signature is requested, please complete the form by typing your name at the bottom as indicated. To return to the full list, select "Return to List (Accommodation Letter)"

Accorriodate

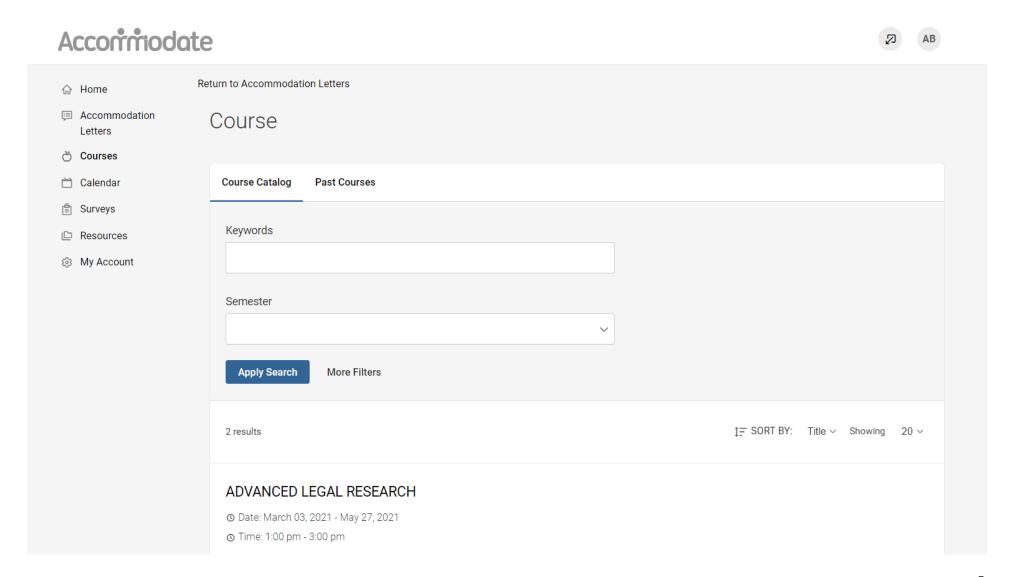




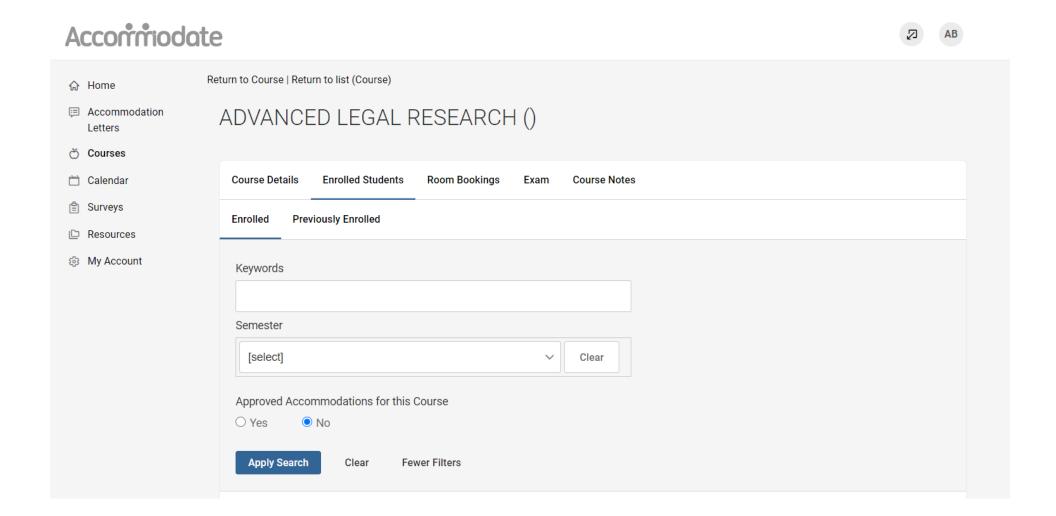


Viewing a list of students enrolled in the class with accommodations

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.

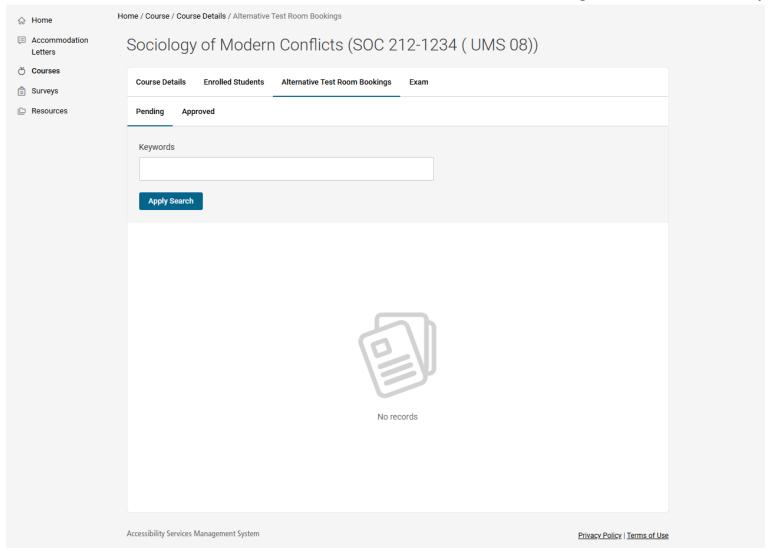


To view enrolled students with accommodations, select "Enrolled Students" and then select "More Filters." Select "Yes" Under Approved Accommodations for this Course to view only students who are approved for accommodations in this course.



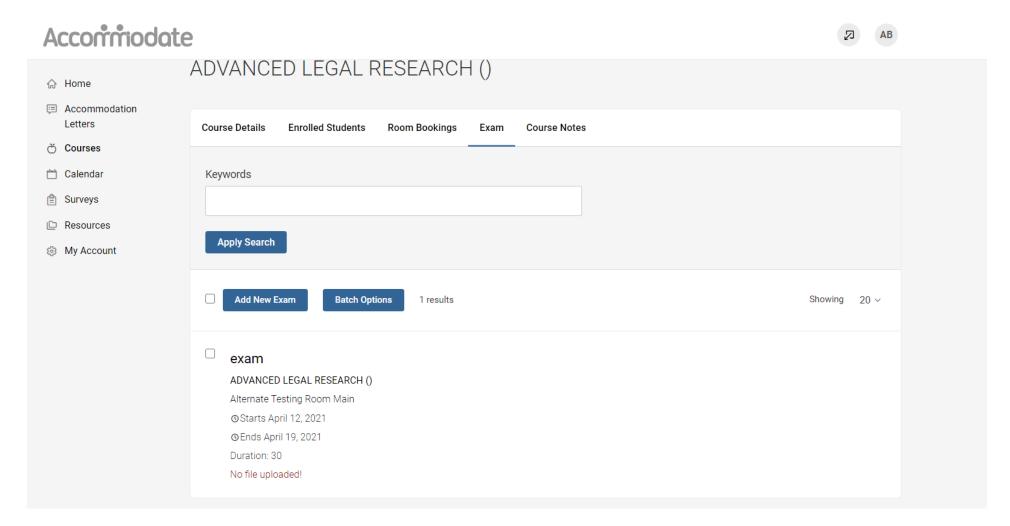
Test Room Bookings and Test Proctoring

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.



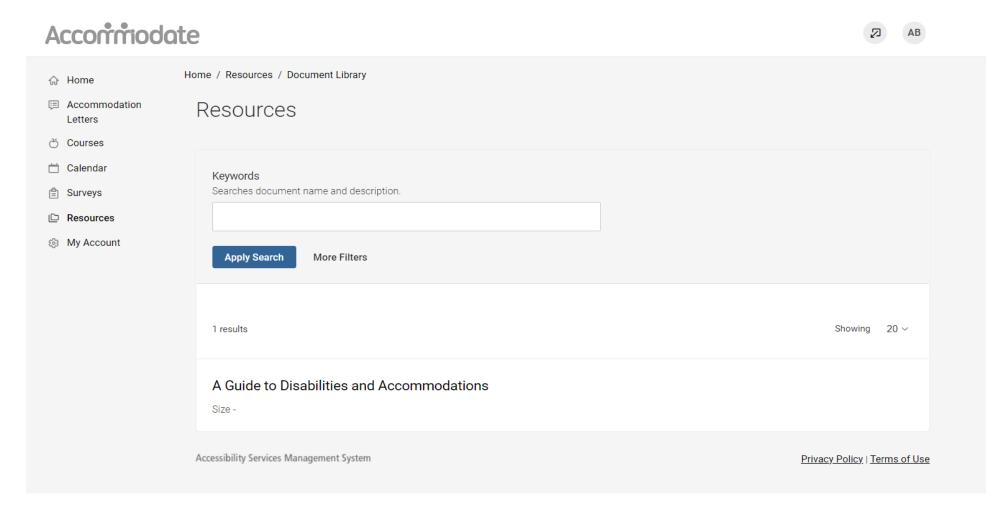
Providing Test Proctoring Instructions and Uploading Exams

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"



View resources for faculty in Accommodate

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



Edit your Profile in Accommodate

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

