



Accommodate: Student Guide

Using your MMC information, log into the student portal of Accommodate by visiting:
<https://mmm-accommodate.symplcity.com/students/>.

Or, visit the **Resource** page of The Disability Services page on the MMC website. *Please note that this link cannot be made a bookmark.* We suggest you make the Resource page a bookmark on your browser.

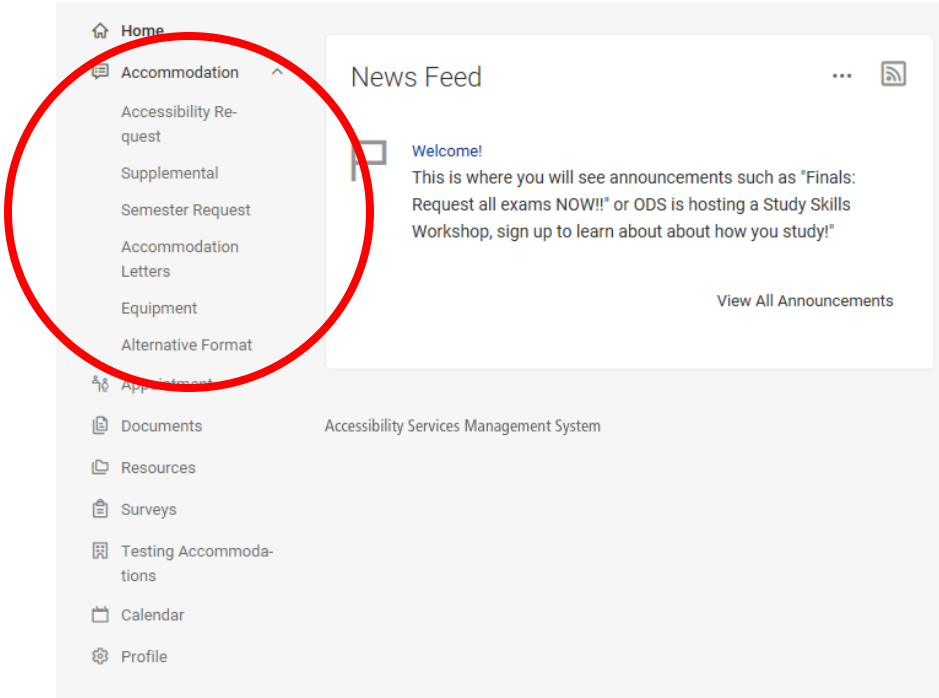
If you see a message about “Contact Administrator” or “Bad Gateway”, please clear your history, cache, and cookies and try again. If you are still having technical issues, please contact Lindsay Green at lgreen@mmm.edu.

Once logged in you will see:

Home: This is where announcements will be posted. For example, when midterms come around, I will put up an announcement telling you to “make sure you request your testing accommodations”.

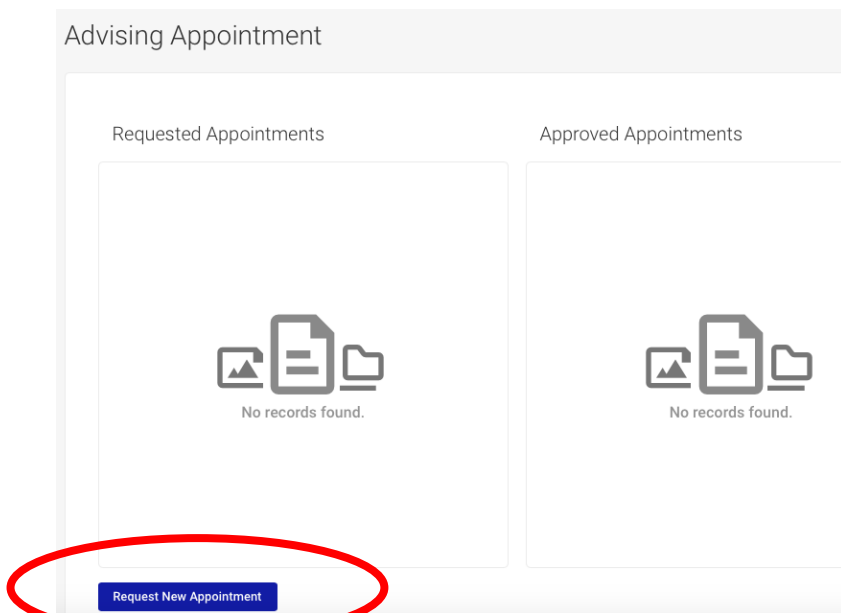
A screenshot of the Accommodate student portal interface. On the left is a navigation menu with icons and labels: Home, Accommodation, Appointment, Documents, Resources, Surveys, Testing Accommodations, Calendar, and Profile. The main content area is titled "News Feed" and contains a "Welcome!" message with a small icon. The message text reads: "This is where you will see announcements such as 'Finals: Request all exams NOW!!' or ODS is hosting a Study Skills Workshop, sign up to learn about about how you study!". A red oval highlights this message. At the bottom right of the message is a link that says "View All Announcements". At the bottom of the page, it says "Accessibility Services Management System".

Accommodation: You will be able to request additional accommodations or your semester requests, as shown below.

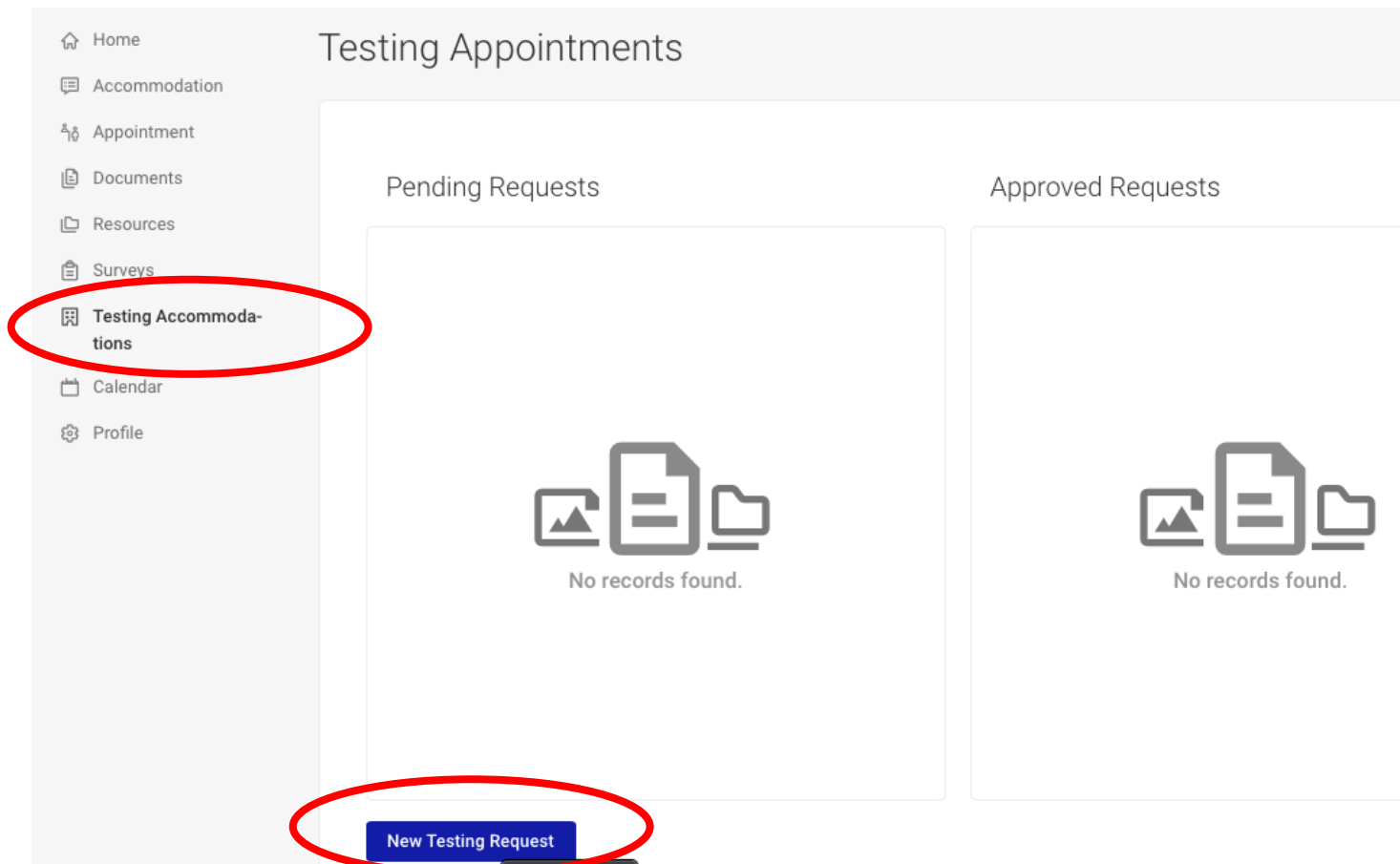


Appointment: This is where you can request to meet with Lindsay Green or any other member of the Disability Services team. Instead of emailing back and forth to see when timing fits for the meeting to occur, the staff will have their updated schedule on Accommodate so you can be sure to meet with them when it works best for you.

For an appointment with Diana Nash or Lindsay Green, select Office of Disability Services (Carson Hall 500) as the location. For any assistive technology related meetings or trainings, select Assistive Tech Specialist Office (which is Carson Hall 412, the Multi-Faith Center) to meet with Michael Johnson.



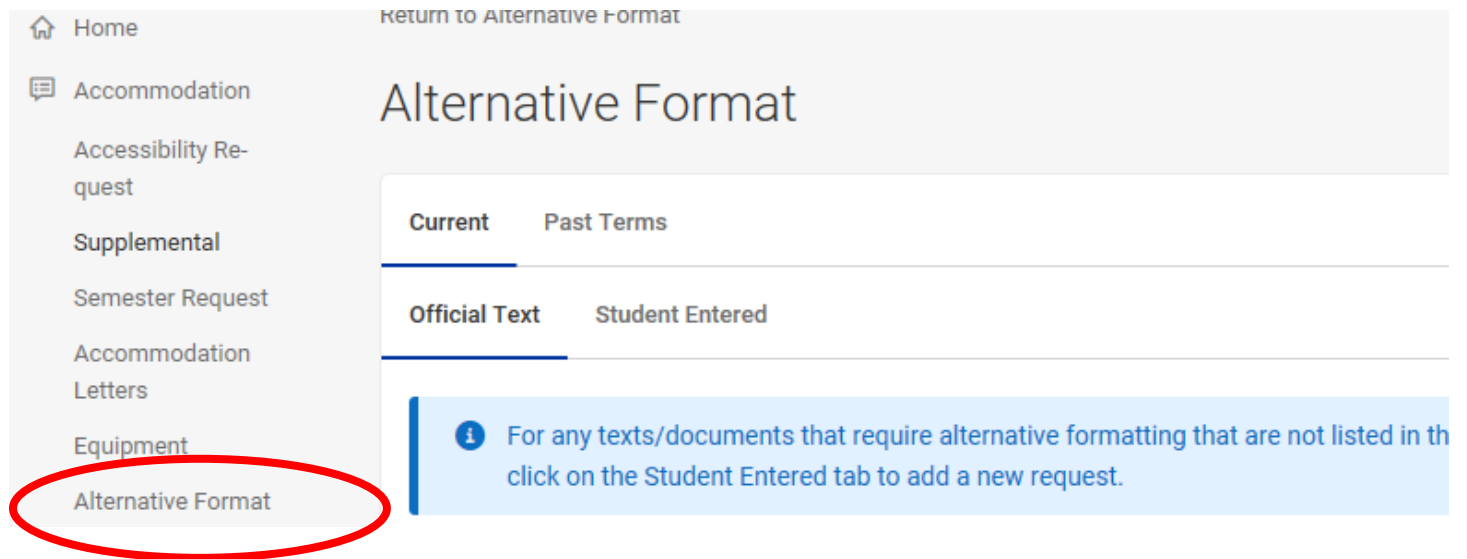
Testing Accommodations: This is where you will request your testing accommodations. You will choose what class it is for and it will automatically update with the extended time you are eligible for. Lindsay will get this request, notify the professor and will allocate this accommodation. You will take the exam with us in Carson Hall 500 and Lindsay will send it back to the professor.



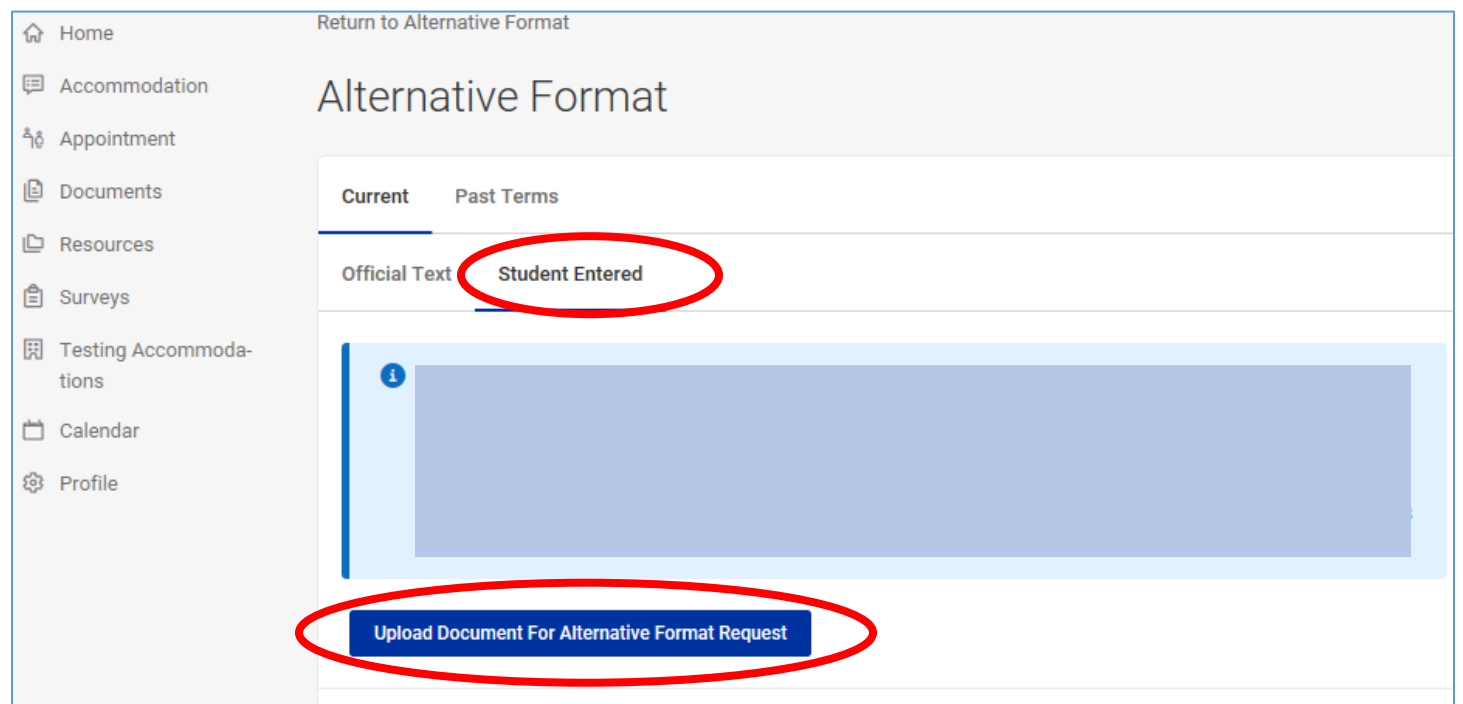
Testing Accommodations need to be requested to later than 1 week prior to the exam and for each exam!

1. Choose the class you are wanting to request accommodations for. You will be able to pick the date of exam and the time. Click on the time slot you want. Choose the building “Office of Disability Services”.
2. Once you select a time, fill in the details about the exam.
3. You then will be able to check off additional accommodations within testing that you would like to have for the exam.
4. The exam will be obtained from the professor.
5. Please come to Carson Hall 500, Office of Disability Services at your scheduled time. Please be prompt and prepared.

Alternative Format: If you would like to request course materials in an alternative format, follow the steps below – first, click on “Accommodation” on the Home screen. “Alternative Format” will be the last option in the dropdown menu.



MMC does not automatically upload texts to “Official Text”; please click on “Student Entered”, then “Upload Document for Alternative Format Request”:



Fill in the form (if you do not have the ISBN, please put N/A in that box, as this is a required field):

Return to Alternative Format | Return to list (Alternative Format)

[new record]

* indicates a required field

ISBN *

Title *

Author

Description

Select the appropriate semester:

Semester *

Select “Course” and “Requested Type of Alternative Text” from each dropdown menu. Here, you also may upload files/attachments.

Course *

Proof of Purchase

Document Information

File
Maximum file size: 2048kb

Alternative Format Requests *

Requested Types of Alt Text *

Attachment

Click “Submit” once the entire form is complete.

Within three business days, Michael Johnson, Assistive Technology Specialist, will follow up with you.