

## Students with Disabilities

### How to Review a Student Accommodation Letter

The University of Scranton uses Accommodate by Symplicity, a tool that enables the OSSS to manage accommodation requests and other services that accompany the requests.

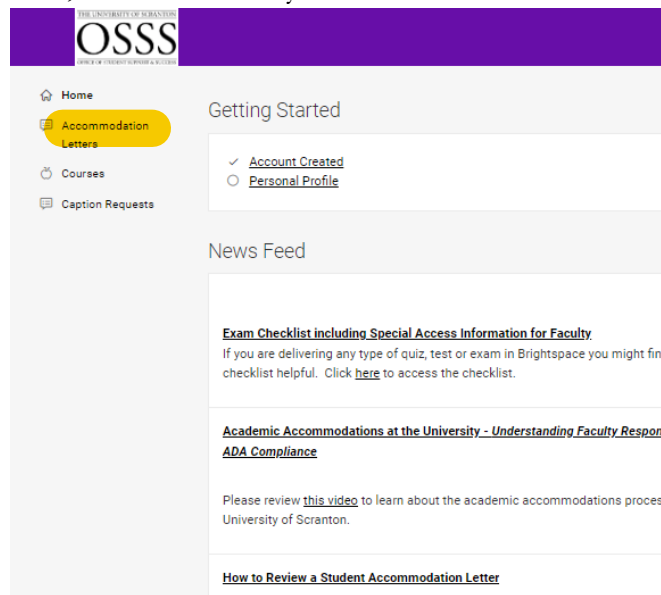
### Reviewing a Student Accommodation Letter

Only students who submitted documentation to the OSSS and have been approved after a rigorous vetting process are eligible for accommodations.

Students will no longer render a paper copy of their Faculty Notification Letter to the faculty members, but the students are still encouraged to discuss their academic needs with their instructors. Those letters will now be generated and sent electronically at the students' requests.

To review an accommodation letter, follow the steps below:

Access Accommodate by logging into the my.Scranton portal - and clicking on the Faculty link on the left nav bar. Next, under the Faculty Links section click Accommodate.



1. Click **Accommodation Letters**

The screenshot shows the OSSS website interface. On the left is a navigation menu with links to Home, Accommodation Letters, Courses, and Caption Requests. The main content area is titled 'Accommodation Letters' and shows a search results page. A search bar with the placeholder 'Keywords' and 'Searches title and description' is visible. Below the search bar are buttons for 'Apply Search' and 'More Filters'. The results section shows '17 results' and a highlighted entry for a 'Student Accommodation Letter to Faculty'. The entry details include the letter ID 'A00085-2023', the course '11638 MATH 005-13 Algebra (005-13)', and the date 'Sent on September 19, 2023, 2:14 pm'.

2. Click **Test letter** (the letter name); underneath, you will find the name of the student, the course information, and the date the letter was received

The screenshot shows the 'Accessibility Letter sent at' page. At the top, there are links to 'Return to Accommodation Letters' and 'Return to list (Accommodation Letters)'. Below the title, there are buttons for 'Save', 'Print Letter', 'Generate PDF', and 'Cancel'. A note indicates that an asterisk (\*) denotes a required field. The 'Send Notification' section includes a 'Subject' field with the value 'Test letter' and a 'Body' field with the text 'The information regarding the accommodation(s) is listed in this section'. The 'Sent/Submitted' date is 'May 04, 2021, 3:05 pm'. The 'Recipient Signature' section shows 'No Signature Required'. At the bottom, there are buttons for 'Save', 'Print Letter', 'Generate PDF', and 'Cancel'.

3. Click **Save**

**Note:** If you have multiple letters, you can select *More Filters* – see image above step 2 – and search by semester and course.