

Student with Disabilities How to Submit Documents/Files/Forms

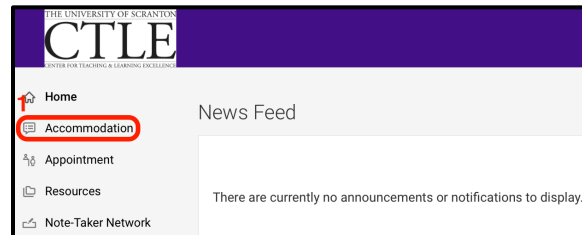
The University of Scranton uses Accommodate by Symplicity to assist students with disabilities in the process of obtaining accommodations.

Submitting Documents/Files/Forms

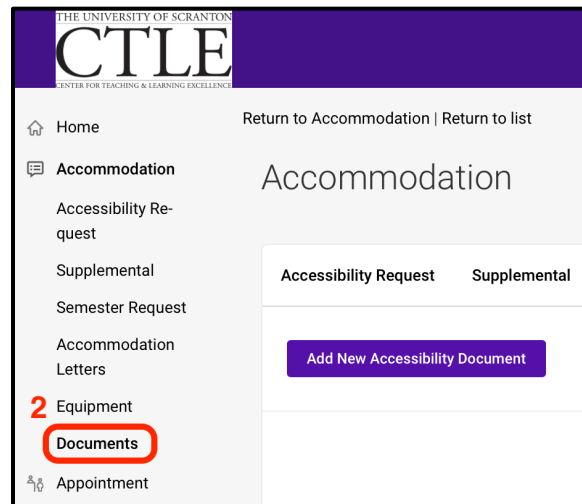
You can submit documentation, files or forms through Accommodate.

To do this, follow the steps below:

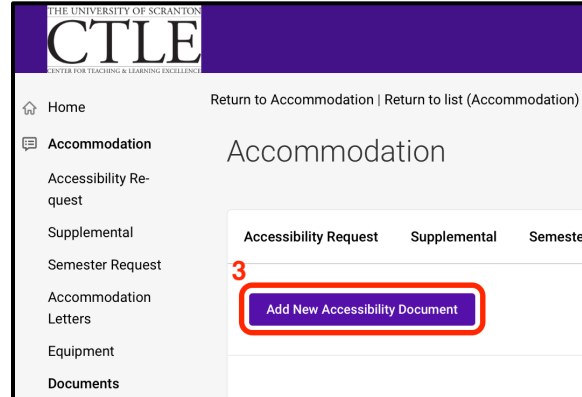
[Access Accommodate](#) and log into the My.Scranton portal.



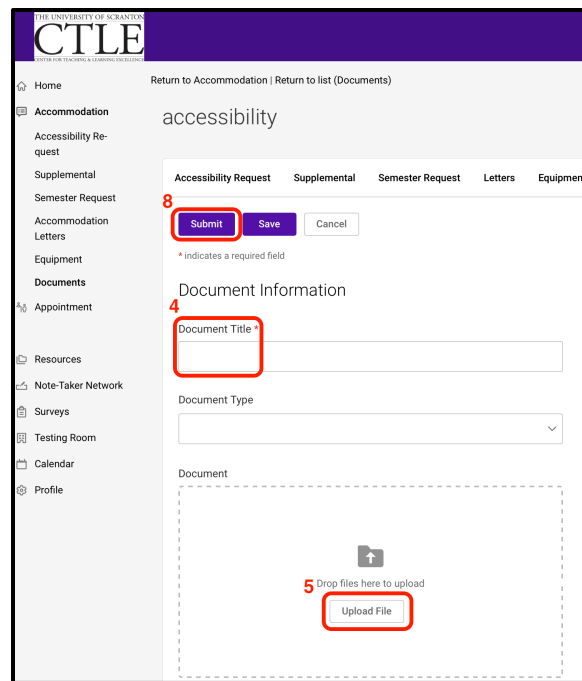
1. Click **Accommodation**



2. Click **Documents**



3. Click **Add New Accessibility Document**



4. You must provide a name for your document in **Document Title**
5. Click **Upload File**
6. Search your computer for the file
7. Double click the file – you are returned to Accommodate
8. Click **Submit**
9. Repeat steps 3-8 for each additional document you want to upload