

## Student with Disabilities How to Initiate the Accommodations Process Complete & Submit Intake Form (Accessibility Request)

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

### Initiate The Process

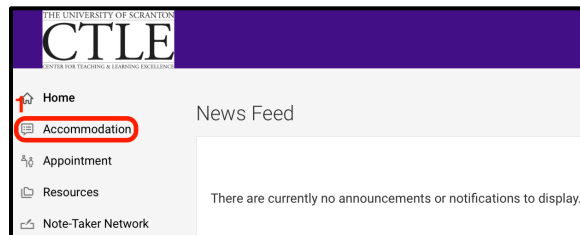
To start the process of receiving accommodations at The University, you must submit the Intake Form, by using Accommodate. Once the form is submitted, the Center for Teaching and Learning Excellence (CTLE) is automatically notified.

After the submission of the Intake Form (Accessibility Request), you will be able to submit your documents from your licensed clinical professional or health care provider in electronic format. If you are seeking non-academic accommodations, additional forms are available from the CTLE website. You must download, fill out, save and upload the completed form(s) into Accommodate.

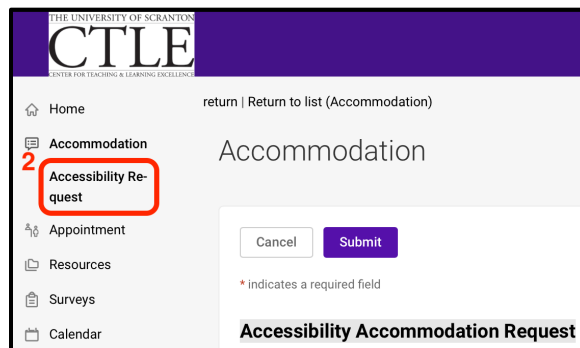
To do this, follow the steps below:

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

After Logging into Accommodate, you will be directed to this page:



#### 1. Click **Accommodation**



2. Click **Accessibility Request**

Make sure to fill out all fields and answer all questions on this form. If you are requesting non-academic accommodations, download, fill out and send the form to your medical provider to be completed on your behalf. The medical provider can submit the form to the CTLE or send it back to you, so you can upload it along with the other documents. All documents and forms can be uploaded after the completion of the Intake Form (Accessibility Request) – see [Submitting Documents/Files/Forms](#).

3. Click **Submit** at the bottom of the form