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.
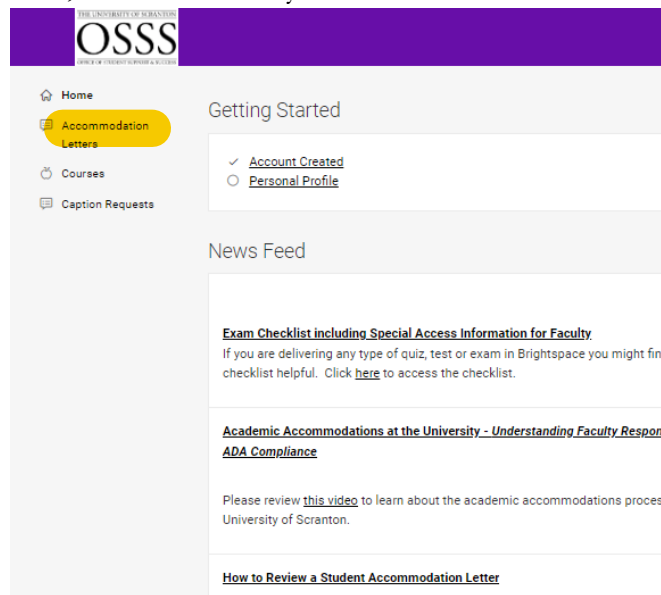
Reviewing a Student Accommodation Letter

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**

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

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.