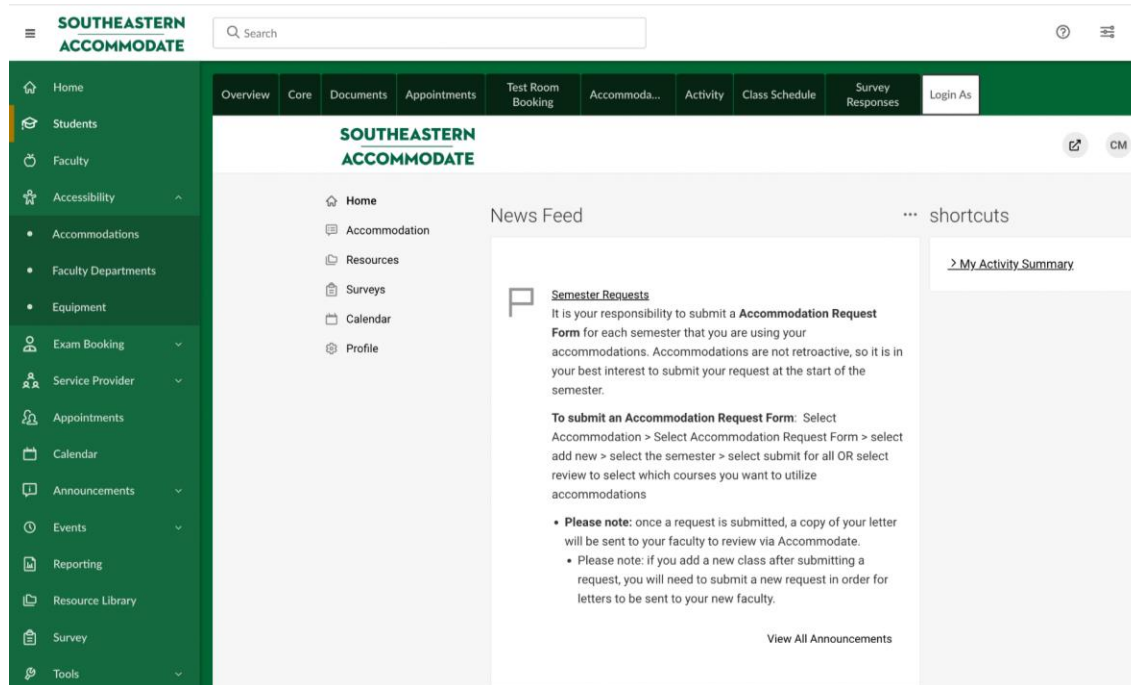


# SLU Student Accommodate Guide

## How to Log into your Accommodate Account:

1. Log into your Accommodate account using the link listed below:
  - a. <https://southeastern-accommodate.symlicity.com/students>
2. Log into your Accommodate account by using your Southeastern login.



## How to Request your Accommodation Letters:

1. Once you have logged into your account, click **“Accommodation”**
2. Select **“Accommodation Request Form”**
3. Select **“add new”** along with the **semester**.
4. Select **“submit”** for all OR select **“review”** to select which courses you want to utilize accommodations
5. You will receive a confirmation email after submitting your request
- After Submitting your request:
  - It is your responsibility to submit an Accommodation Request Form for each semester that you are using your accommodations. Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester.

## How to Sign your Accommodation Letters

1. Click the "Accommodation" tab on the left sidebar.
2. Click "Accommodation Letters" from the submenu.
3. Click on the letter you wish to sign.
4. Scroll to the bottom of the letter and type in your name to electronically sign it.

## How to Submit a Accommodation Review Form

1. Log into *Accommodate* using the instructions on page 1
2. Click on the **Accommodation** tab in the left sidebar and then select **Accommodation Review Form** from the submenu
3. Click on the **Add New** button
4. Fill out all the information on the page.
5. You may upload documentation to support your need for the requisite accommodation by using the **Add Item** button located towards the bottom of the page.
6. Make sure your request is accurate. Then click the **Submit** button.
7. SAS will review your request and follow up with you via email.