

# Accommodate Student User Instructions

Laredo College

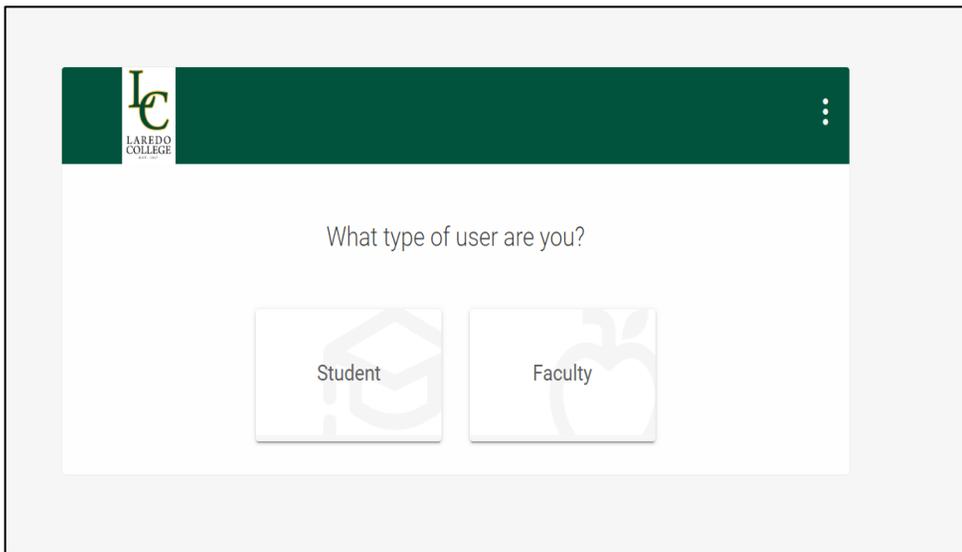
Laredo College Disability Services has implemented a new accommodation management platform called **Accommodate**.

Your Accommodate portal will house important information about your accommodations and submitting semester requests. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

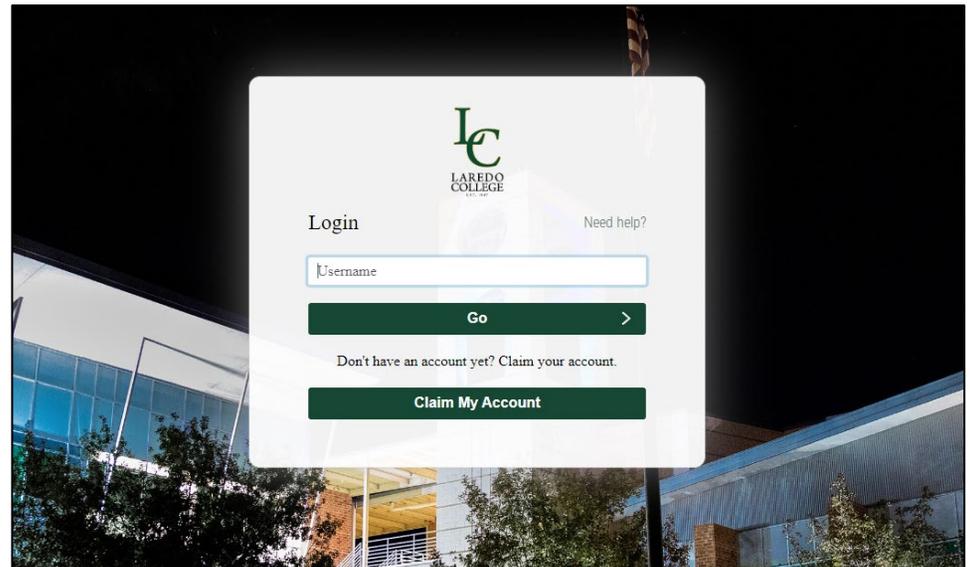
## How to Log-In to Accommodate

**Step 1: Log-in to Accommodate portal here: <https://laredo-accommodate.symplcity.com/> and select “Student”**

**Step 2: Use your Laredo College Single Sign on credentials to log in.** If you have not created your Single Sign On account, check your student and personal emails for an email from [noreply@laredo.edu](mailto:noreply@laredo.edu) to obtain your claim code to set up your account. If you did not receive the email, contact our office for assistance by calling (956)721-5137.



Step 1



Step 2

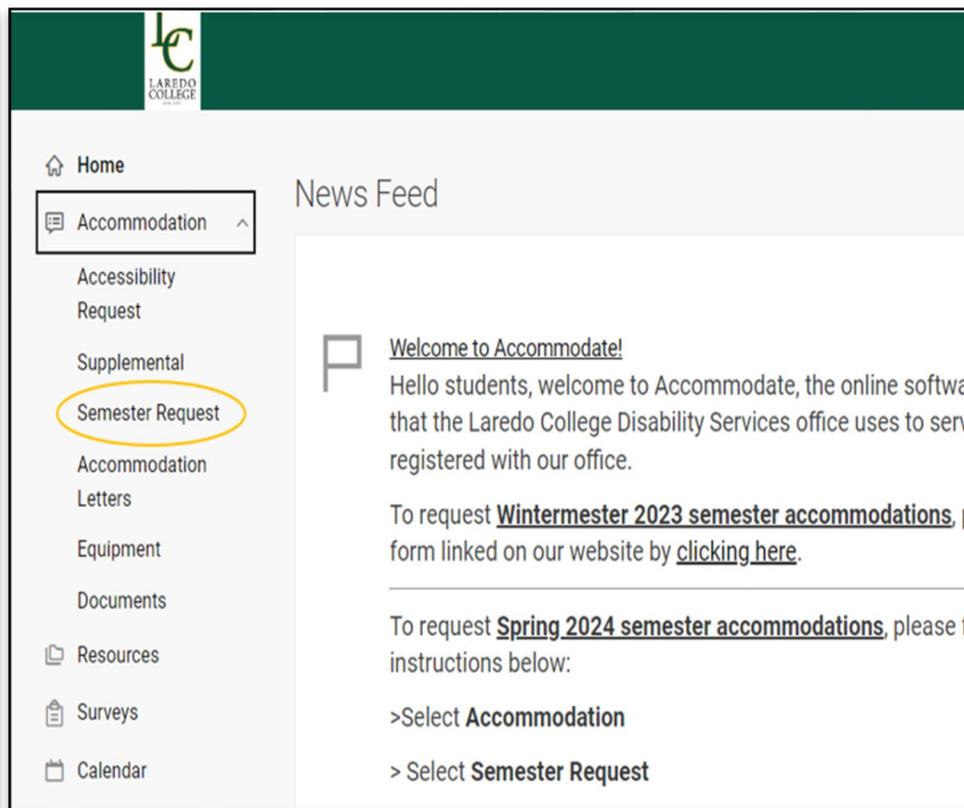
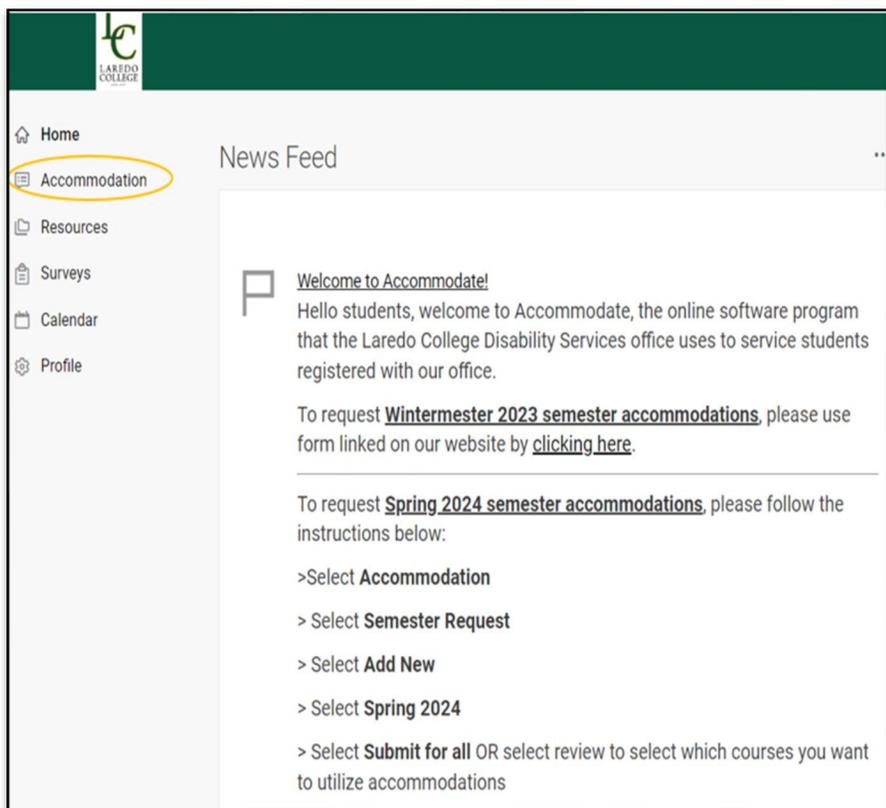
## How to Submit Semester Requests

Please submit Semester Requests prior to the first day of class. In order to submit semester requests, you have to be registered for classes for the semester you are requesting accommodations for. If there are changes to your schedule after you submit a semester request, you will need to submit an additional semester request for the new course(s).

### Step 1: Login to Accommodate Portal

Once you have logged in, select “**Accommodation**” on the left side of the screen.

**Step 2:** Select “**Semester Request.**” If you do not see this option, please call our office to (956)721-5137.



Step 2

Step 1

**Step 3: Click on “Add New”**

The screenshot shows the Laredo College Accommodation page. The header includes the Laredo College logo and navigation links: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and has tabs for Accessibility Request, Supplemental, Semester Request, Letters, and Equipment. The 'Semester Request' tab is active. Below the tabs is a 'Semester' dropdown menu and an 'Apply Search' button. The 'Add New' button is circled in yellow.

**Step 4: Review your listed accommodations and select the Semester from the drop-down menu.**

The screenshot shows the Laredo College Accommodation page with a notification banner at the top: 'You have been approved for: Alternate testing site, Extra time on quizzes, class/homework assignments, Double time for exams'. Below the notification is a 'Semester' dropdown menu with 'Spring 2024' selected, circled in yellow. To the right of the dropdown are two buttons: 'Submit For All Accommodations' and 'Review The Renewal'. Below these buttons is a list of accommodations, including 'ENGL - English (ENGL - 20952)' with details: 'ENGL2328-NC2', 'Starts January 16, 2024', and 'Ends May 11, 2024'. Another accommodation, 'BIOL - Biology (BIOL - 21055)', is partially visible at the bottom.

**Step 5:** After selecting the semester, verify that your classes appear on the **right side of the screen**. (If you are not registered for the semester, your classes will not appear and you will not be able to submit your accommodation request.)

Then, click **“Submit for All Accommodations”** or you can review accommodations for each course by selecting the “Review the Renewal” option.

Accessibility Request Supplemental **Semester Request** Letters Equipment Documents

**You have been approved for:**  
Alternate testing site  
Extra time on quizzes, class/homework assignments  
Double time for exams

Semester  
Spring 2024

**Submit For All Accommodations**  
Review The Renewal

ENGL - English (ENGL - 20952)  
ENGL2328-NC2  
Starts January 16, 2024  
Ends May 11, 2024

BIOL - Biology (BIOL - 21055)  
BIOL1309-NC1  
Starts January 16, 2024  
Ends May 11, 2024

**NOTE:** Please submit Semester Requests prior to the first day of class. If there are changes to your schedule after you submit a semester request, you will need to submit an additional semester request for the new course(s).

Should you have any questions, please contact Disability Services by calling (956)721-5137 or email [lcds@laredo.edu](mailto:lcds@laredo.edu).