

## Accommodate Faculty User Instructions

### Laredo College Disability Services

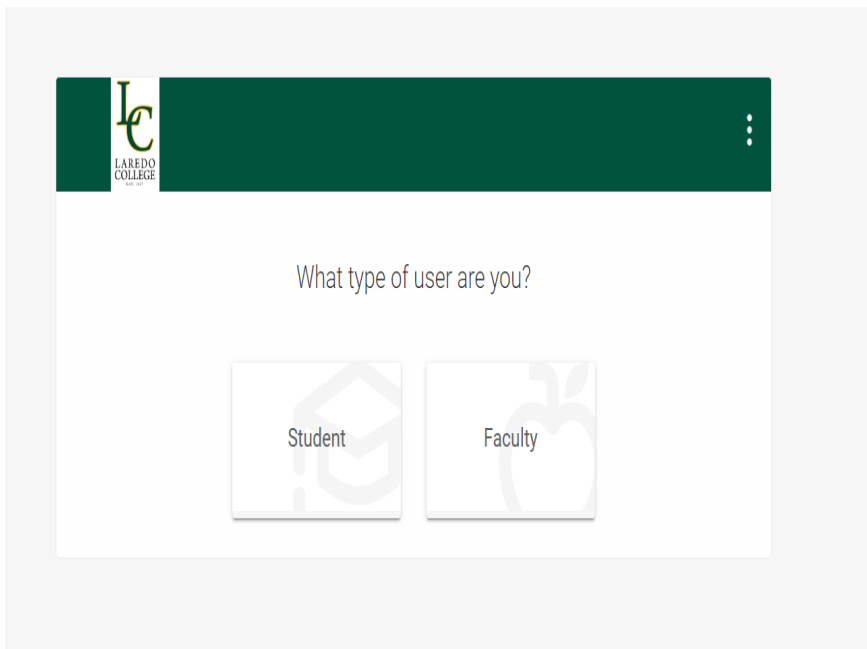
Laredo College Disability Services has implemented a new accommodation management platform called **Accommodate**.

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

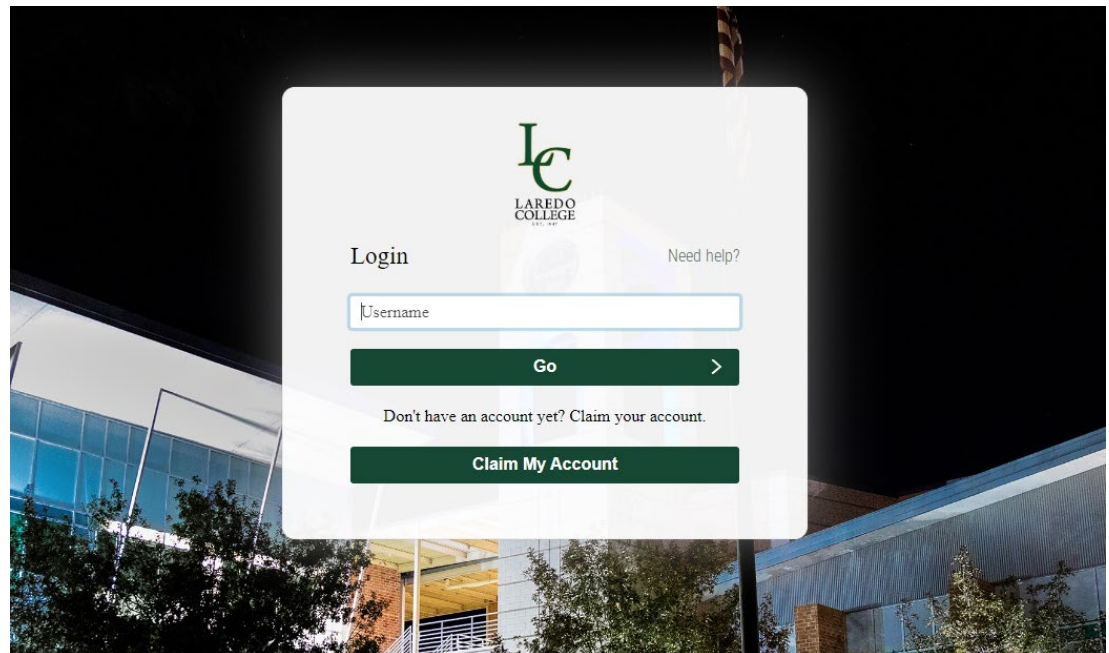
### How to Log in to Accommodate

**Step 1: Log in to Accommodate portal by clicking on this link: <https://laredo-accommodate.symplicity.com/> and select "Faculty"**

**Step 2: Use your Laredo College Single Sign on credentials to log in.**



**Step 1**



**Step 2**

**Step 3: After you log-in you will arrive in the “Home” section.**

The screenshot shows the user interface of the Accommodate system. At the top left is the Laredo College logo. On the right side of the dark green header are two circular icons: one with a share symbol and another with the letters 'AA'. A left-hand navigation menu contains the following items: Home (with a house icon), Accommodation Letters (with a list icon), Courses (with a clock icon), and My Account (with a gear icon). The main content area is titled 'Getting Started' and contains a white box with two radio button options: a checked option for 'Account Created' and an unchecked option for 'Personal Profile'. Below this is a 'News Feed' section with a white box containing a 'Welcome to Accommodate!' message and instructions to review or sign letters, and another instruction to view students with accommodations. A 'View All Announcements' link is located at the bottom right of the news feed box.

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