



Accommodate

Faculty User Guide

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Introduction

The City University of New York (CUNY) has implemented its new student disability management system, [CUNY Accommodate](#). This innovative platform is part of CUNY's ongoing commitment to fostering an inclusive, accessible and supportive environment for all students.

CUNY Accommodate streamlines the management of requests for accommodations and services that Disability Services Offices (DSOs) provide on every campus. Accommodate simplifies this process for students with disabilities who are new to the University and students transferring from one CUNY campus to another. Faculty will use Accommodate to efficiently manage their students' accommodations in collaboration with the DSOs, all in one space.

Getting Started

To get started with CUNY Accommodate:

1. Login to Accommodate – Review current accommodations for students in your class.
2. Explore Accommodate - Explore the Accommodate tutorials on the [CUNY Accommodate SharePoint site](#).

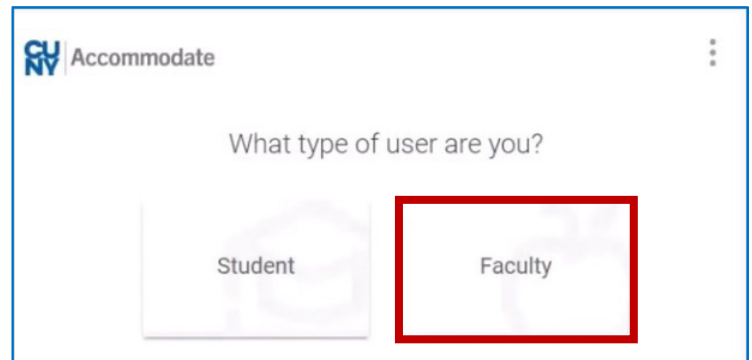


Login to CUNY Accommodate

After accessing the [Accommodate](#) system, use your CUNY Single Sign On (SSO) credentials to login to the CUNY Accommodate system. These credentials (Username: Firstname.Lastname##@login.cuny.edu) are the same login you use to access CUNYfirst and Blackboard/Brightspace.

Accommodate Login

1. Click on the **Accommodate Login** link. Page 4
2. Select **Faculty** to identify the user type.
3. Enter your CUNY Login credentials.
4. Click on the **Login** button.



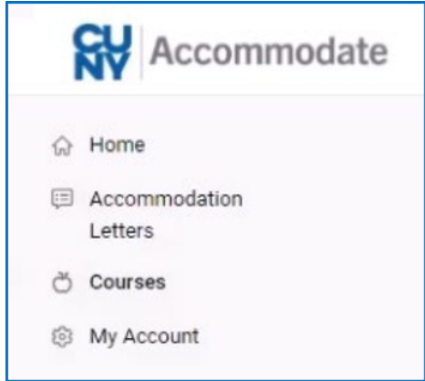
Accommodate Homepage

Once logged in through your faculty portal, the **Accommodate Homepage** displays. Accommodate provides a dashboard of information regarding approved accommodations for your students and courses.

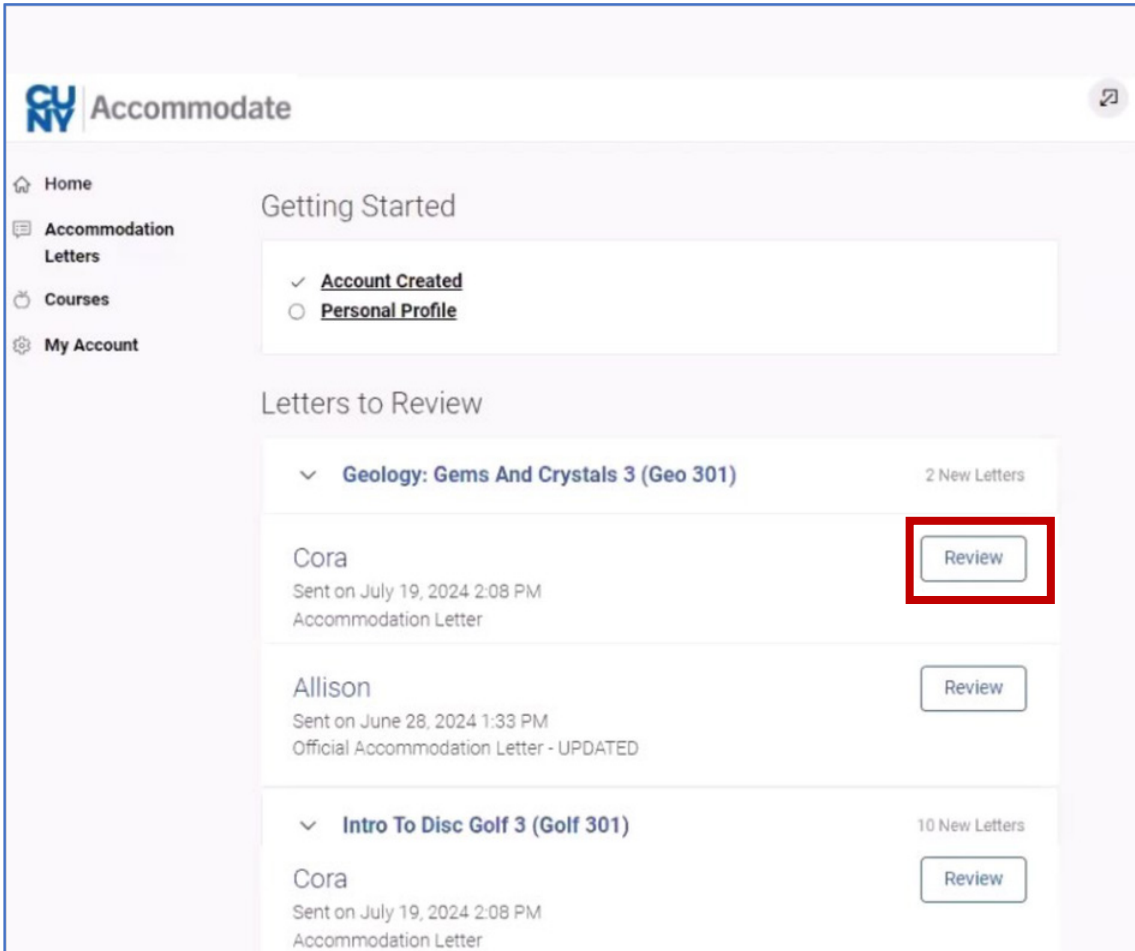
The **Homepage** contains a **Getting Started** section and a **News Feed** section.

The **Getting Started** section includes pending tasks for account set up. The **News Feed** section includes any updates, reminders, or announcements from your Disability Services Office (DSO).

On the left navigation bar, faculty members can visit the following tab selections:



- **Accommodation Letters** - Includes all accommodation letters sent to you from students in your current classes.
- **Courses** –Includes a list of students receiving accommodations by class.



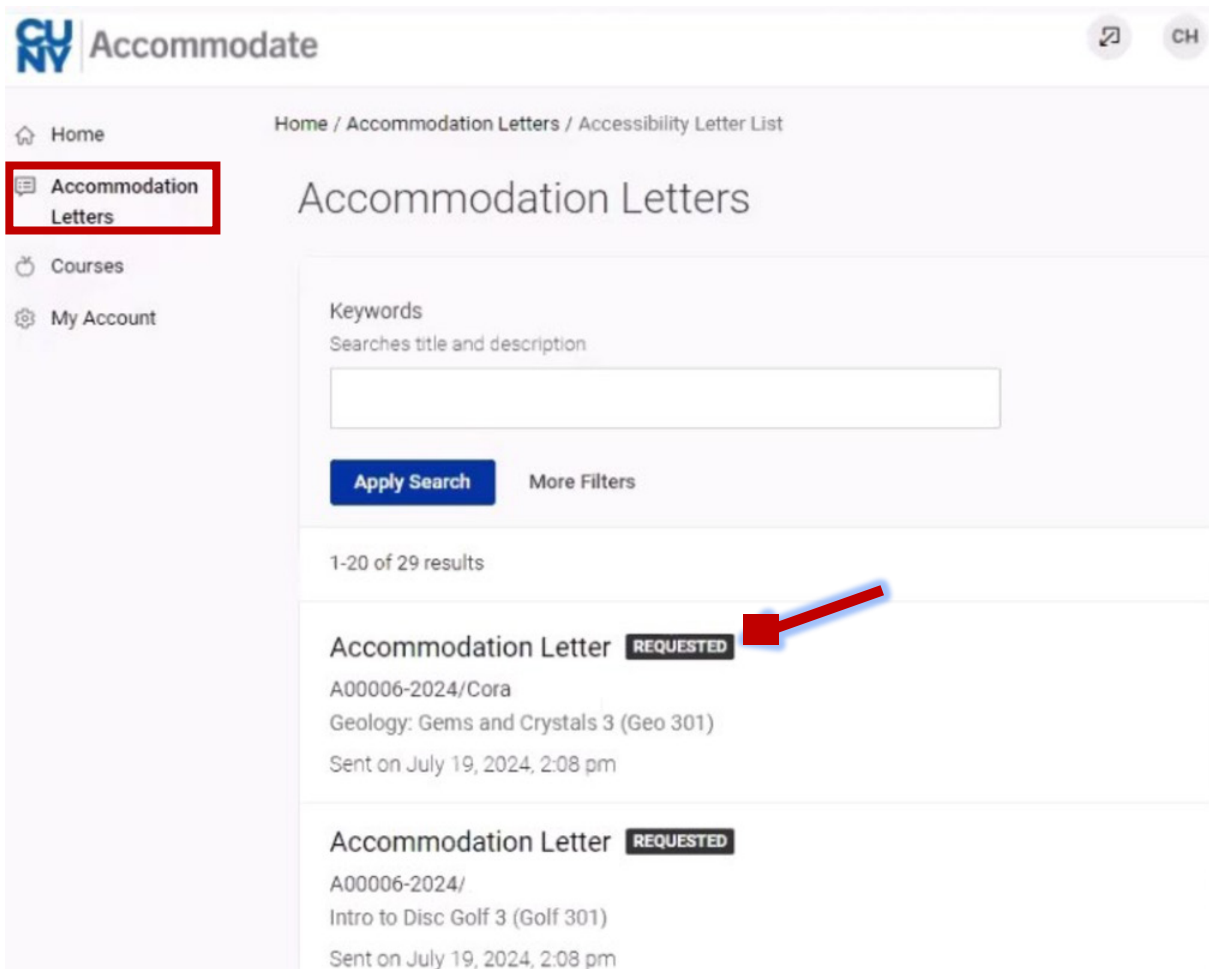
View Accommodation Letters

Accommodate allows you to easily view, print, and sign (optional) accommodation letters for students in your class each semester. New letters requiring review display upon accessing Accommodate. The student accommodation letters are listed with the following information:

- Student File Number/Name
- Course Information
- Date Received

View and Sign Letters

1. Navigate to the accommodation letters window by clicking **Accommodation Letters**.
2. Choose the letter you want to view or sign (optional).

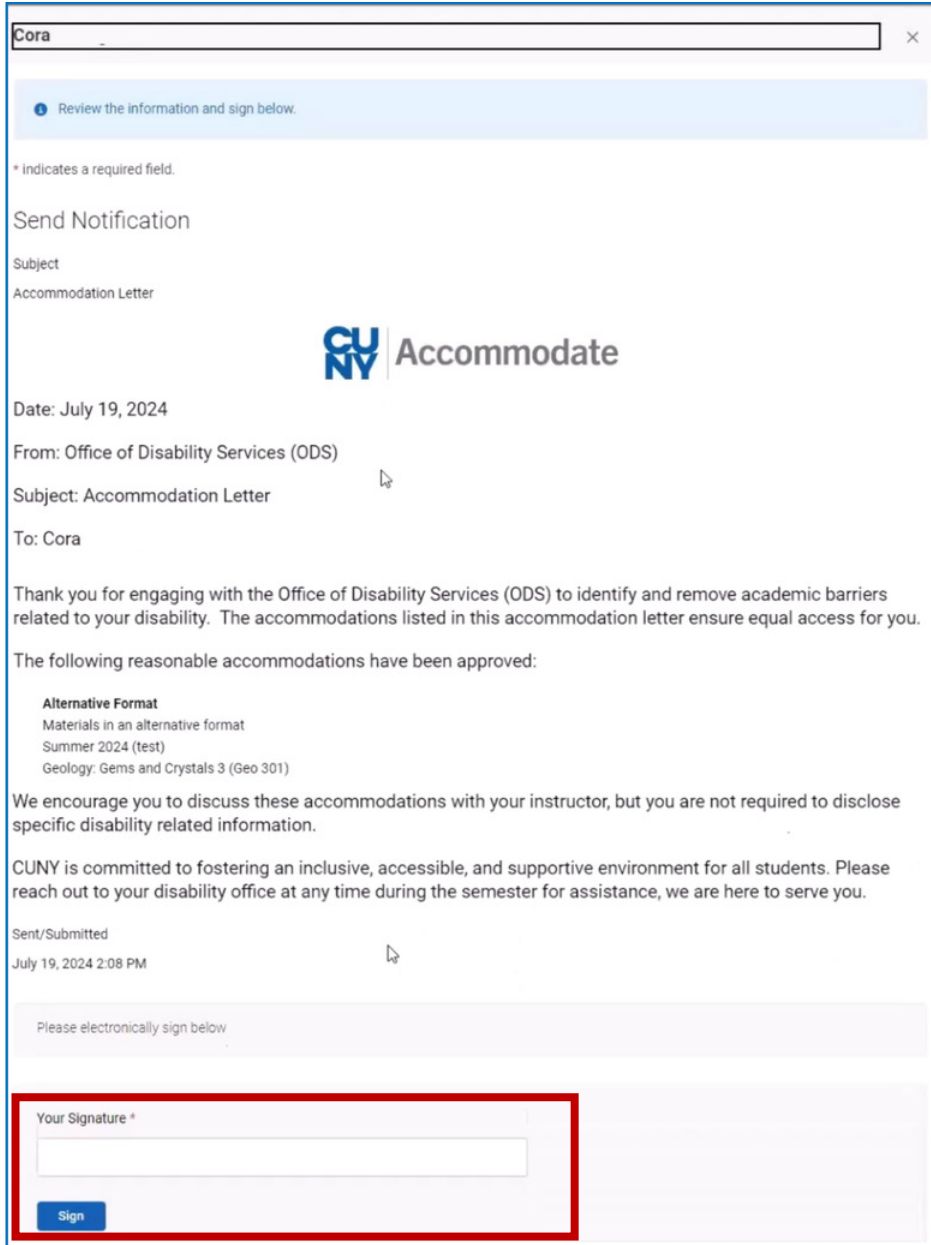


The screenshot shows the Accommodate web application interface. The top navigation bar includes the CU NY logo and the word 'Accommodate'. A user profile icon with the initials 'CH' is visible in the top right. The main content area has a breadcrumb trail: 'Home / Accommodation Letters / Accessibility Letter List'. On the left, a sidebar menu contains 'Home', 'Accommodation Letters' (highlighted with a red box), 'Courses', and 'My Account'. The main heading is 'Accommodation Letters'. Below this is a search section with a 'Keywords' input field and an 'Apply Search' button. The results section shows '1-20 of 29 results'. Two letters are listed, both marked as 'REQUESTED'. A red arrow points to the 'REQUESTED' status of the first letter.

Letter Title	Status
Accommodation Letter A00006-2024/Cora Geology: Gems and Crystals 3 (Geo 301) Sent on July 19, 2024, 2:08 pm	REQUESTED
Accommodation Letter A00006-2024/ Intro to Disc Golf 3 (Golf 301) Sent on July 19, 2024, 2:08 pm	REQUESTED

3. Review the accommodation letter.

- If you are signing a letter, scroll to the bottom of the page, type your name, and click **Sign**. Signing the accommodation letter is an optional step.



Cora

Review the information and sign below.

* Indicates a required field.

Send Notification

Subject
Accommodation Letter

CUNY Accommodate

Date: July 19, 2024

From: Office of Disability Services (ODS)

Subject: Accommodation Letter

To: Cora

Thank you for engaging with the Office of Disability Services (ODS) to identify and remove academic barriers related to your disability. The accommodations listed in this accommodation letter ensure equal access for you.

The following reasonable accommodations have been approved:

Alternative Format
Materials in an alternative format
Summer 2024 (test)
Geology: Gems and Crystals 3 (Geo 301)

We encourage you to discuss these accommodations with your instructor, but you are not required to disclose specific disability related information.

CUNY is committed to fostering an inclusive, accessible, and supportive environment for all students. Please reach out to your disability office at any time during the semester for assistance, we are here to serve you.

Sent/Submitted
July 19, 2024 2:08 PM

Please electronically sign below

Your Signature *

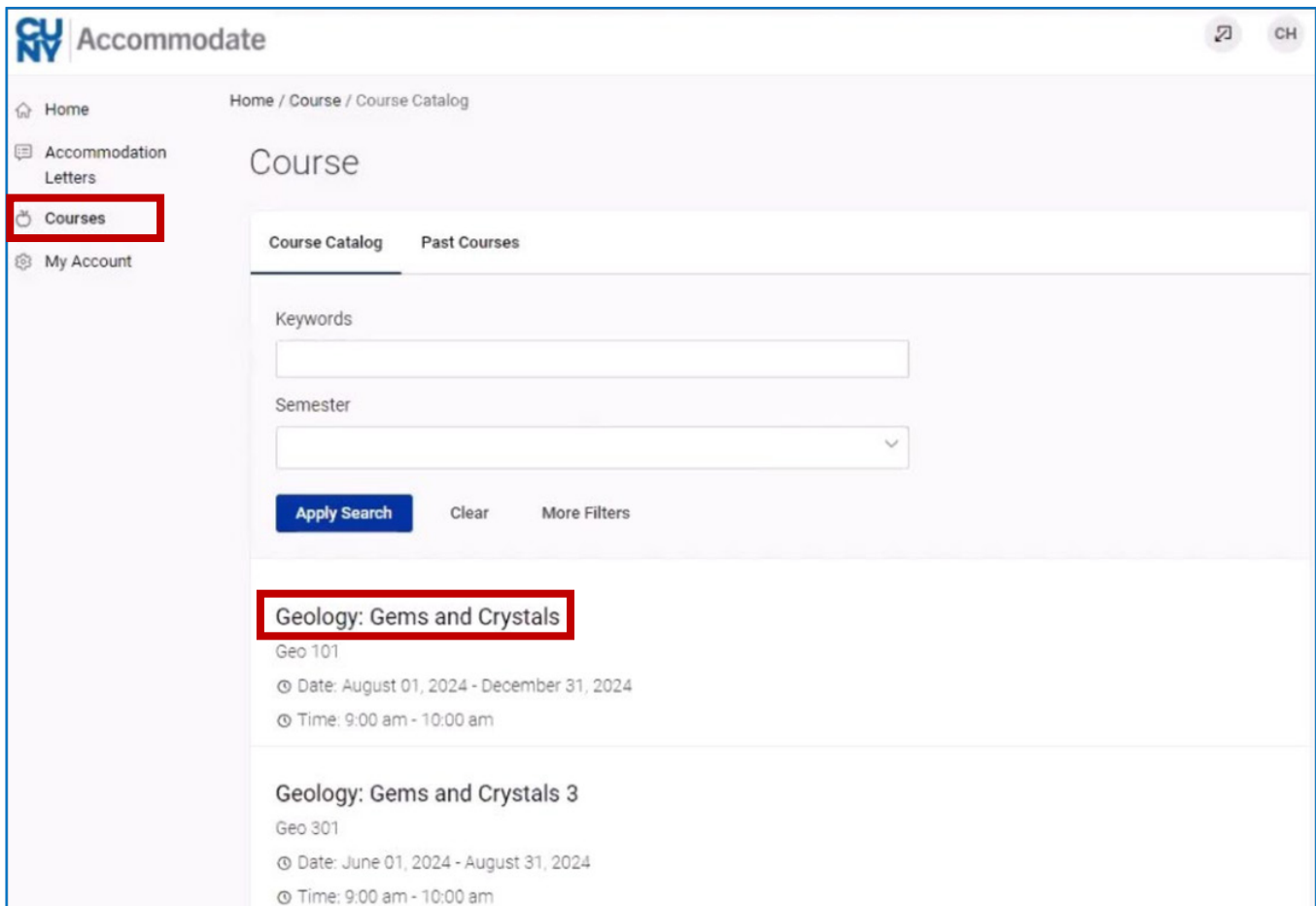
Sign

Courses

To view a list of students with accommodations enrolled in your classes, select **Courses**.

Courses

1. Navigate to the courses window by clicking **Courses**.
2. Review your list of classes and select a class to view.



The screenshot shows the Accommodate web application interface. On the left is a navigation sidebar with links for Home, Accommodation Letters, Courses, and My Account. The 'Courses' link is highlighted with a red box. The main content area is titled 'Course' and has a breadcrumb trail 'Home / Course / Course Catalog'. Below the title are two tabs: 'Course Catalog' (active) and 'Past Courses'. There is a search section with a 'Keywords' text input field, a 'Semester' dropdown menu, and buttons for 'Apply Search', 'Clear', and 'More Filters'. Below the search section, two course listings are visible. The first listing, 'Geology: Gems and Crystals', is highlighted with a red box. It includes the course ID 'Geo 101', the date range 'Date: August 01, 2024 - December 31, 2024', and the time 'Time: 9:00 am - 10:00 am'. The second listing is 'Geology: Gems and Crystals 3' with course ID 'Geo 301', date range 'Date: June 01, 2024 - August 31, 2024', and time 'Time: 9:00 am - 10:00 am'.

3. Click the **Enrolled Students** link to display a list of enrolled students for the selected class.

CU NY Accommodate

Home / Course / Course Details / Enrolled Students

Geology: Gems and Crystals 3 (Geo 301)

Course Details **Enrolled Students** Alternative Test Room Bookings Exam

Keywords

Apply Search More Filters

Batch Options 1-20 of 31 results **Sort By:** Last Name **Showing** 20

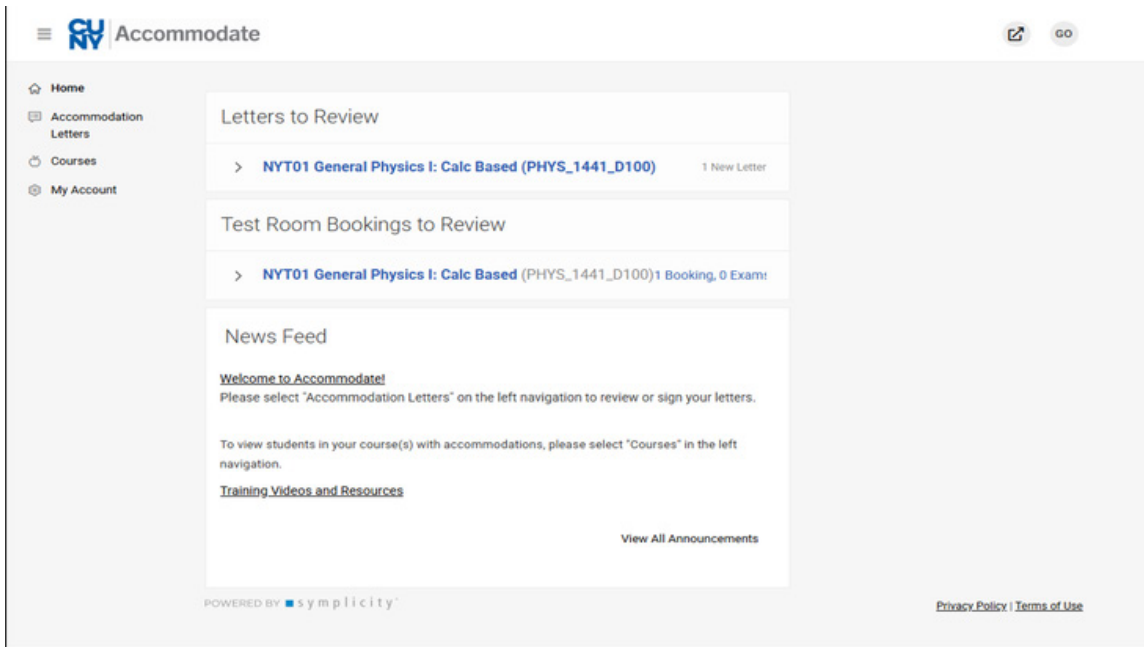
- Adams, (Test1249)**
Accommodations:
 - Extended time for an assignment
 - Temporary Accommodation
 - Exam - Additional Time (Time and a half)
 - Flexible Attendance
 - Exam - Additional Time (Double)
 - CUNY Math Waiver
- Allen, (Test2235)**
Accommodations:
 - Class Notes provided
 - Temporary Accommodation
 - Memory Aid

Exams

Students with approved testing accommodations who need to take quizzes, tests, and final exams in the DSO Testing Center are responsible for submitting test requests prior to the sign-up deadline. When a student has successfully submitted a test request, you will receive an email and will be able to add testing details and materials.

Exam Form

1. Log on to **CUNY Accommodate** using CUNYFirst Credentials.
2. Once you have logged in, your home page will display **“Letters to Review”** and **“Test Room Bookings to Review.”** If there is no test room booking to review, the student has not yet scheduled the exam, but you may still upload the exam.



3. Under **“Test Room Bookings to Review”** click on the **“Review”** button to review booking requests submitted by students.

4. Scroll down to the bottom of the booking information and click the **“Upload New Exam”** button.

Exam Details

Please provide your exam details below by either selecting an existing exam from the dropdown menu (if you've already entered it in Accommodate) or by entering new exam details. At this time, you do not need to upload any attachments. Instead, please include key information such as the materials allowed, the length of the exam during class, and any other relevant testing details so accommodations can be applied appropriately. You will be able to return later to add attachments if needed.

Exam

Uploading an exam will close the booking form and open the exam form. Any changes to the booking will not be saved. Once the exam is created you can review the booking again and select the exam.

Upload New Exam

Save

< Previous

Booking 1 of 1

Return To Home

5. Proceed to complete the **“Exam Information”**.

Please note: The exam details you provide may also **“apply to all records”** to other students in the class who submit a test room booking for the same exam. Select **“Yes”** to apply for the information. Select **“Save”** to apply for all exam information.

Add New Exam ✕

* indicates a required field

Exam Information

Thank you for completing this form in a timely manner!

Course *
NYT01 General Physics I: Calc Based (PHYS_1441_D100)

Title *

Standard Test Length *
Length of test for class, not including any accommodated time

Location of Exam (Campus) *

Exam Delivery Method or Online Exam *

Exam Return Method *

How can we contact you during the exam if students have questions? *

6. Upload all exam materials and then Click **“Submit”** to finish submitting your exam.