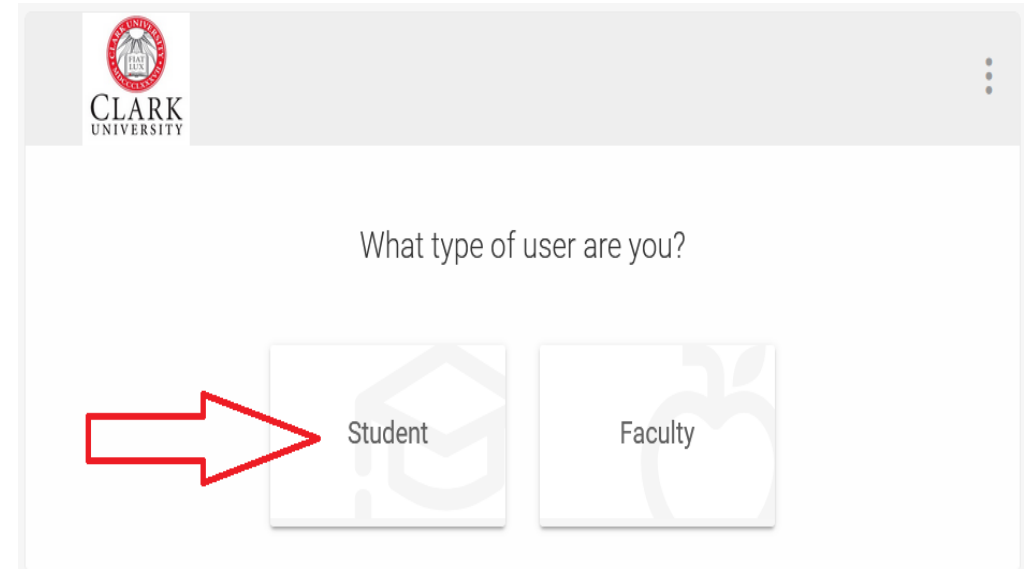


How to Access the Accommodate Portal at Clark

Step 1: Access Accommodate Portal

Step 2: Select “Student” under “What type of user are you?”

Step 3: Use your One Card user credentials to log in.



Submitting Semester Requests

Each semester you will need to submit a semester request to have your accommodations letters sent to your professors.

- You can submit a semester prior to the start of the semester or at any point during the semester.
- If you add a course(s) after you submit a semester request, you will need to submit an additional semester request for the new course(s).

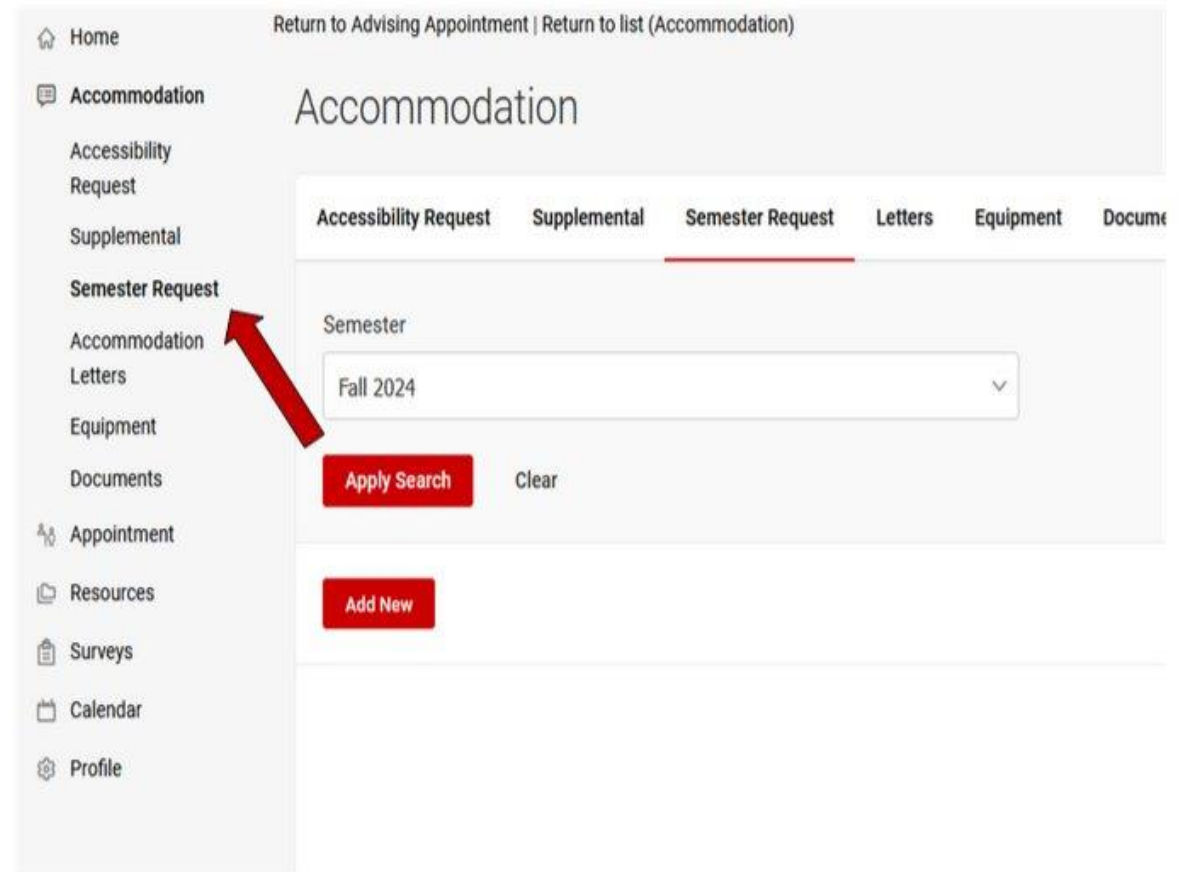
Semester Requests

Step 1: Login to [Accommodate portal](#)

- Once you have logged into Accommodate, you will select “Accommodation” on the left side of the screen.

Step 2: Select “Semester Request”

- On the left side of the screen, select “Semester Request”



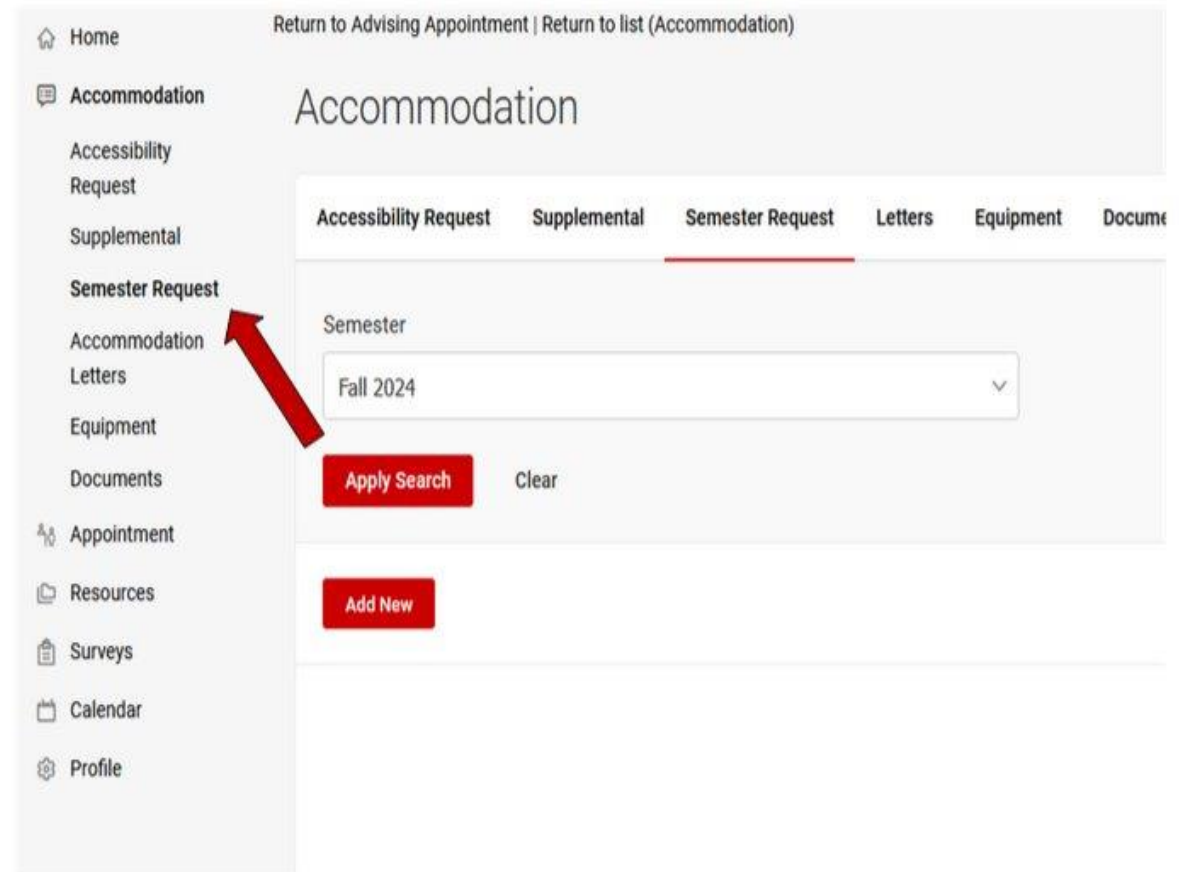
Semester Requests

Step 1: Login to [Accommodate portal](#)

- Once you have logged into Accommodate, you will select “Accommodation” on the left side of the screen.

Step 2: Select “Semester Request”

- On the left side of the screen, select “Semester Request”



Semester Requests

Step 3

- **Step 3: Select “Add New”**
- After you have selected “add new”, select the correct semester from the drop-down menu.

The screenshot shows a web application interface for 'Accommodation'. On the left is a navigation sidebar with items: Home, Accommodation (expanded), Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and has a breadcrumb 'Return | Return to list (Accommodation)'. Below the title are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request' (which is selected and underlined), 'Letters', 'Equipment', and 'Docur'. Under the 'Semester Request' tab, there is a dropdown menu labeled 'Semester' with 'Fall 2024' selected. Below the dropdown is a red 'Apply Search' button. At the bottom of the main content area, there is a red 'Add New' button, which is pointed to by a large red arrow.

Semester Request: Step 4

Step 4: Select “Review the Renewal”

- Select “Review the Renewal” to select accommodations by course **OR** select “Submit for All Accommodations” to add all accommodations for all courses.

Step 5: Email Notification

- You will receive a notification email stating your semester requests have been received.
- Once we have received your request, we will send out your letters within **2 business days** of receipt of your request. Accommodation letters will be sent by email to the professors of the courses that you have selected, and you will receive a copy of the letter.


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

You have been approved for:
Testing /Extended time on all timed exams/quizzes in the total amount of time and a half (1.5x)

Semester
Fall 2024

Submit For All Accommodations

Review The Renewal



Semester Requests: Step 5

- **Step 5: Email Notification**

You will receive a notification email stating your semester requests have been received.

Once we have received your request, we will send out your letters within **2 business days** of receipt of your request. Accommodation letters will be sent by email to the professors of the courses that you have selected, and you will receive a copy of the letter.

You can always check the **Accommodate portal** to review your letters, accommodations, and to see announcements.