

How do I schedule meetings in Accommodate?

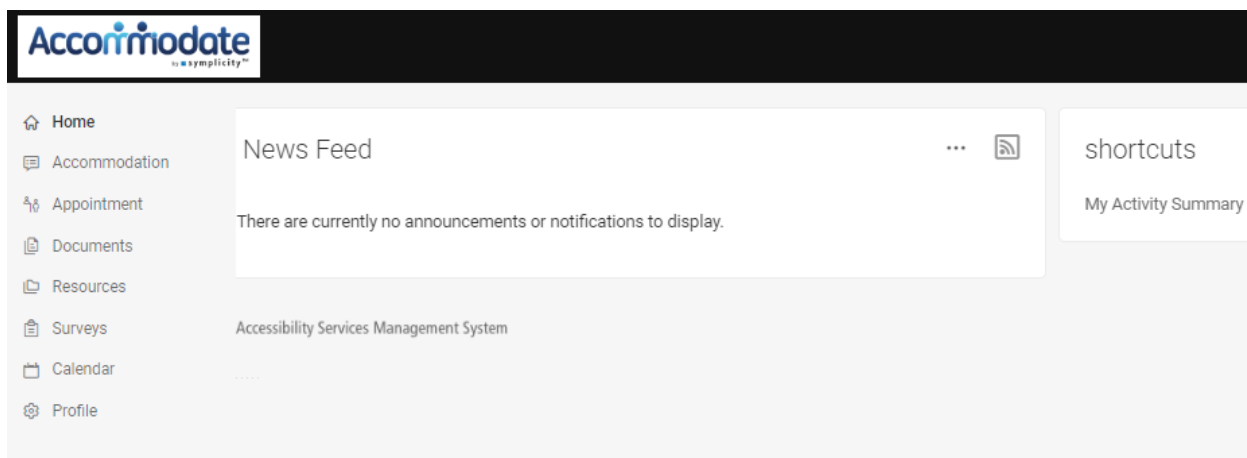
Please remember that before a staff member from the Office of Accessibility and Disability Services can meet to discuss accommodations with a student, the student must submit all necessary and pertinent documentation.

There are four steps to registration:

- A. Register through Accommodate
- B. Login to Accommodate
- C. Add Documents in Accommodate
- D. Schedule an Initial Accommodation Meeting in Accommodate

Please note that the necessary steps to do each of these steps to do this can be found on the [ADS website](#).

1. Log in to [Accommodate](#)
2. Click on the 'Appointment' tab on the top of the page



3. Select the dropdown box to find the Appointment type

Accommodate
Home / Appointment

Home / Appointment

Appointment

Type
Choose...

Date Range
2019-06-26 Select to 2019-07-16
Select

Time Range
08 00 am Clear
to
04 00 pm Clear


Location
▼

Staff Member(s)
 Chris Moore
 Emily Gaspar
 Tiffany Long

Days of the Week
 Sun Mon Tue Wed Thu Fri Sat

Check Availability
Back To My Appointments

Start by choosing an initial filter from the choices at left



4. Select the meeting type you are looking for:

Choose DONE

- Initial Accommodation Meeting (60 min)
- Academic Coaching (60 min)
- Accommodation Adjustment (30 min)
- General Meeting (30 min)
- General Meeting (60 min)

DONE

5. Please fill in a date range, and time of day that is most appropriate for your personal schedule.

The screenshot shows the Accommodate web application interface. On the left is a navigation menu with options: Home, Accommodation, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is divided into two columns. The left column contains search filters: Type (Initial Accommodation Meeting (60 min) with a close button and a Choose... button), Date Range (2019-06-26 to 2019-07-16 with Select buttons), Time Range (08:00 am to 04:00 pm with dropdowns and Clear buttons), Location (a dropdown menu), Staff Member(s) (checkboxes for Chris Moore, Emily Gaspar, and Tiffany Long), and Days of the Week (checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, Sat). The right column displays a list of appointments for Thursday, Jun 27, 2019, and Friday, Jun 28, 2019. Each appointment entry includes the staff member's name (Chris Moore), the location (Kearns Hall Suite 106 - 60 mins), and the time (1:00 pm, 1:30 pm, 2:00 pm, 2:30 pm, or 3:00 pm).

6. Confirm Meeting Time, and add additional notes if necessary. Click Submit.

The screenshot shows a 'Confirm Appointment' modal dialog box. It has a title bar with a close button (X). The form contains the following fields: Location (Kearns Hall Suite 106), Time (1:00 pm), Type (Initial Accommodation Meeting (60 min)), and Additional Notes (a large text area). At the bottom of the dialog are two buttons: 'Submit Request' (a blue button) and 'Cancel' (a white button with a grey border).