How Do I Upload Documentation?

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

Should you have any questions, comments, or need clarification on any of the necessary steps, please don't hesitate to stop by our Office, or call us at (843) 349-2503.

1. Log in to <u>Accommodate</u>

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€ €	Home Accommodation Appointment Documents	News Feed There are currently no announcements or notifications to display.	2	Shortcuts My Activity Summary			
	Resources Surveys Calendar Profile	Accessibility Services Management System		1			

 Click on the 'Documents' tab on the right side of the page, and then click 'Approved Documents'

Accorrinodate				
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	Approved Documents P Resources Surveys Calendar P Profile	To view PDF files, you may need Adobe Acrobat Reader.		
		No records found.		
		Accessibility Services Management System		

3. Label it with your last name, followed by the type of document (ex. LAST, supporting medical).

Accorrinodat	
☆ Home	Documents
ម្រា Accommodation កំត Appointment	To view PDF files, you may need Adobe Acrobat Reader.
Documents Approved Documents	Did you know? Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click, here. For Macs click, here.
 Surveys Calendar 	Submit Cancel
Profile	 Indicates a required field Student Document Label * Document Type Supporting Medical Documentation Documentation from Prior Institution Other Maximum file size: 51200kb File* Please select your document to upload. Choose File No file chosen
	Submit Cancel

- 4. Select the type of document you are uploading.
- 5. Click Submit.
- 6. Continue on to Step D to learn how to schedule and Initial Accommodation meeting.