**Accommodate Student User Instructions: Supplemental Requests**

SUNY Geneseo

Office of Accessibility Services (OAS)

The OAS has implemented a new accommodation management platform called Accommodate. Your Accommodate portal will house important information about your accommodations. Please follow the step-by-step instructions below to request academic accommodations and access and navigate your Accommodate portal.

**To submit a request for supplemental academic accommodations, login to Accommodate with this link:** <https://geneseo-accommodate.symplicity.com/students/>

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

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**Then Select “Accommodation” > “Supplemental Request” > “Add New”. Once you’ve completed the form, click ‘submit.’**

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**To upload updated documentation, you may do so via the Supplemental request, or select “My Documents” > “Add New”. You may also send documentation to the OAS via email (**[**access@geneseo.edu**](mailto:access@geneseo.edu)**), fax (585-245-5091), or in-person (Erwin Hall 22).**

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**You will receive an email request to request an appointment. To request an appointment with an OAS staff member, select “Appointment Request” > “Request New Appointment”.**

**The OAS can meet with students Monday – Friday, 9:00am – 3:00pm.**

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**To view your original accessibility request, select “Accommodation” > “Accessibility Request”**

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**If you are approved for updated academic accommodations, you will be sent your letter via email. To view your accommodation letters, select “Accommodation” > “Letters’’**

**Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. To return to the full list, select “Return to List (Accommodation Letter)”**

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**By selecting “Profile” on the homepage you can view and edit your account details**

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