

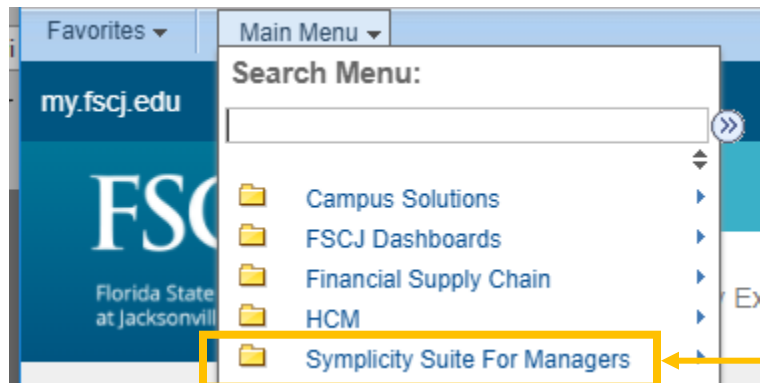


Accommodate

How to Complete Accessibility Accommodations Requests

How to Complete Accessibility Accommodation Requests

Log in to your myFSCJ portal and click on Symplicity Suite for Managers under Main Menu then click on Accommodate



Step 1: Select "Public" from the home page. Find the student you wish to review.

Accommodate Staff Home [Back](#)

Home

ANNOUNCEMENTS
There are no announcements at this time.

ACCESSIBILITY ACCOMMODATION REQUESTS

1 **Public** 4

Harry Potter #A00048-2017	20 hours ago
Jane Doe #A00047-2017	20 hours ago
Samantha Nolles #A00046-2017	2 days ago
Miracle Lane #A00045-2017	2 days ago

View All

▶ Pending Approval	0
▶ Pending Delivery	10
▶ Completed	30


Step 2: Review the request and select the "Accept & Review" OR "Archive"

Are you requesting specialized staff assistance and/or services to assist your continued education?	Yes
The student's diagnosed disability falls into the following category	H-Hearing
My specific disability is	hearing loss
How does the student's disability affect the student academically?	difficult to hear instructors
What accommodations is the student requesting?	<div>Accessibility Accommodation #1 Accommodation Type Assistive listening device</div>

A00048-2017/ [Back](#)

Core **Additional Request** 0 **Documents** 0


Public Pending Approval Pending Delivery Completed Review Semester Request

 Possible Next Steps:

2 Accept & Review

 or

Archive


 Use "Other Actions" for additional options.

[Cancel](#)

Accessibility Accommodation Request

Request # A00048-2017

Step 3: If you are, accepting & reviewing the request continue with the following steps.

 **Approve Public Submission**
You are choosing to accept a public accommodation request into the system. Please fill out any applicable fields in the request, such as requesting student, based on the text entered by the submitter that should also appear on this form.

Step 4: Scroll down the page and locate Student*. Click Add/Edit button, review the information, scroll down to the bottom and click submit.

Request #	A00048-2017
Student First Name	Harry
Preferred Name	<input type="text"/>
Student Last Name	Potter
Empl ID	1212123
Student Email	<u>elise.horowitz@fscj.edu</u>
Student Phone Number	904-555-5555
Cell/Alternate Phone Number	<input type="text"/>
Campus/Coordinator Preference	South Campus - Kelly Harbert ▼

4 Student*

Pick

Add / Edit

Full Name*

Harry Potter

First Name*

Harry

Last Name*

Potter

Middle Initial

School ID*

1212123

Submit

Save

Delete

Cancel

Step 5: Your request is sent to Pending Approval status

The screenshot shows the 'Accommodations' section of a software interface. On the left is a navigation menu with items like Home, Announcements, Calendar, Students, Accessibility, Accommodations (highlighted with a yellow box and a circled '5'), Semester Request, Faculty Departments, Equipment, Interpreter Services, Kiosks, and Note Taker. The main area is titled 'Accommodations' with a 'Back' button. Below the title are tabs: All, Public, Pending Approval (highlighted with a yellow box), Pending Delivery, Completed, Review Request, and Archived. A search bar and filters are present. A table lists accommodation requests. The first row is highlighted with a yellow box and a circled '5':

Actions	Request #	Student	Disability	Requested Accommodations	Campus/Coordinator Preference	Assigned To	Modified
	A00047-2017	Jane Doe	H-Hearing	Assistive listening device	Downtown Campus - Brendan Carlson	N/A	December 14, 2017, 11:55 am

or

The screenshot shows the 'Accommodate Staff Home' page. On the left is a navigation menu with items like Home (highlighted with a yellow box and a circled '5'), Announcements, Calendar, Students, Accessibility, Accommodations, Semester Request, Faculty Departments, Equipment, Interpreter Services, and Kiosks. The main area is titled 'Accommodate Staff Home' with a 'Back' button and a search bar. Below the title is a section 'ACCESSIBILITY ACCOMMODATION REQUESTS' with a list of requests. The first request is highlighted with a yellow box and a circled '5':

Public	Pending Approval
3	1

Below the table, the details for the 'Pending Approval' request are shown: Jane Doe, #A00047-2017, and '9 minutes ago'. A 'View All' link is also present.

Step 6: You will have two possible next steps – “Schedule a Meeting” with the student to gather more information or “Approve/Reject” accommodation request

The screenshot shows the 'A00047-2017/Jane Doe' page. At the top is a navigation bar with tabs: Core, Additional Request (0), Semester Request (0), Meetings (0), Letters (0), Equipment (0), Documents (0), Notes (0), and Event Log. Below the navigation bar is a progress bar with steps: Public, Pending Approval (highlighted with a yellow box), Pending Delivery, Completed, Review Semester Request, and Review Supplemental Request. Below the progress bar is a section 'Possible Next Steps:' with two buttons: 'Schedule Meeting' and 'Approve/Reject' (both highlighted with a yellow box). Below the buttons is a note: 'Use "Other Actions" for additional options.'

In this example, we are going to move to Approve/Reject

A00047-2017/Jane Doe

Back

Core

Additional Request0

Semester Request0

Meetings0

Letters0

Equipment0

Documents0

Notes0

Event Log

Public

Pending Approval

Pending Delivery

Completed

Review Semester Request

Review Supplemental Request

Possible Next Steps:

Schedule Meeting

Approve/Reject

6

Use "Other Actions" for additional options.

Edit

Cancel

Accessibility Accommodation Request

Request #

A00047-2017

Campus/Coordinator Preference

Downtown Campus - Brendan Carlson

Student

Doe, Jane (1231234)

Are you requesting specialized staff assistance and/or services to assist your continued education?

Yes

The student's diagnosed disability falls into the following category

H-Hearing

My specific disability is

hearing loss

How does the student's disability affect the student academically?

hearing difficulties

What accommodations is the student requesting?

Accessibility Accommodation #1

Accommodation Type

Assistive listening device

Step 7: To approve the semester request scroll down and click “Yes” for approved and select the semester.

What accommodations is the student requesting?*

Select “Yes” to Approve the Accommodation
Select “No” to Deny the Accommodation

Provide any information about the decision

Use the dropdown menu to select the semester the accommodation is needed

Accessibility Accommodation #1

Accommodation Type*
Assistive listening device

Description

If other, please specify here

Approved
☒ Yes ☐ no

Decision Details

Semester
Spring 2018

Remove Accommodation

Request Additional Accommodation

Tip – You will need to approve or reject each Accommodation that is requested.

Step 8: When a request is approved or rejected and is submitted, it moves to Pending Delivery status.

During this step, Coordinators will send the official accommodation letter through email.

8

Accommodations [Back](#)

Search [A/A](#) [?](#) [Print](#) [Share](#) [Back](#)

All Public Pending Approval **Pending Delivery** Completed Review Request Archived

Keywords Assignment

[Apply Search](#) [Save Defaults](#) [+ More Filters](#)

[Batch Options](#) [Request New Accommodation](#) Items 1-11 of 11 (1 item selected) Showing 20

Action	Request #	Student	Disability	Requested Accommodations	Campus/Coordinator Preference	Assigned To	Modified
<input checked="" type="checkbox"/> View Edit	A00047-2017	Jane Doe	• H-Hearing	✓ Assistive listening device	Downtown Campus - Brendan Carlson	N/A	December 14, 2017, 01:11 pm
<input type="checkbox"/> View Edit	A00032-2017	Sarah Smart	• L-Specific Learning Disability • M-Emotional and Behavioral Disability	✓ Extended time for testing ✗ Other	North Campus - Michelle McLamb	N/A	December 14, 2017, 09:50 am

or

8

Accommodate Staff Home [Back](#)

Search

Home

ANNOUNCEMENTS

There are no announcements at this time.

ACCESSIBILITY ACCOMMODATION REQUESTS

- Public 3
- Pending Approval 0
- Pending Delivery 11**
 - Jane Doe #A00047-2017 30 minutes ago
 - Sarah Smart #A00032-2017 3 hours ago

Step 9: Possible next steps - "Send Official Letter" or "Checkout Equipment".

For this example - click on "Send Official Letter" – this will auto populate an accommodation letter template with all sufficient information.

A00047-2017/Jane Doe [Back](#)

Core Additional Request 0 Semester Request 0 Meetings 0 Letters 0 Equipment 0 Documents 0 Notes 0

Public Pending Approval Pending Delivery Completed Review Semester Request Review Supplemental Request

Possible Next Steps:

9 Send Official Letter Checkout Equipment

Use "Other Actions" for additional options.

[new record] [Back](#)

Core Additional Request 0 Semester Request 0 Meetings 0 Letters 0 Equipment 0 Documents 0

[Online Preview](#) [Print PDF Preview](#) [Email Letter Now](#) [Submit \(No Email\)](#) [Save As Draft](#) [Cancel](#)

Send Notification

Subject

Specific Accommodation(s) ☒ Spring 2018 - Assistive listening device - Approved

Send Letter to Student ☒ Yes ☐ no

Faculty

Additional Recipient(s)

CC Address

BCC Address

HTML Format ☒ Yes ☐ no

Begin typing the name of faculty the notice should be sent to.

Use 'CC Address' to notify any additional staff such as Assessment Center Managers or other Student Support Services staff.

Department of Student Support Services

MEMORANDUM

Date: [date]

Reasonable accommodations have been authorized for: [student|fullname], [student|school_student_id]

As identified, educational accommodations will be needed for the following courses and semester listed below. Documentation is on file in this department substantiating the request as a reasonable accommodation under the Americans with Disabilities Act of 1990.

The following accommodations have been approved:
[accessibility_request|approved_accommodation_html]

Please review this request and let us know within five business days if you feel you cannot meet these accommodations.

Questions concerning this accommodation request should be addressed to: accommodateme@fscj.edu

Thank you for your assistance in this matter,

Student Support Services Team

cc: [accessibility_request|student]

Step 10: Select "Online Preview" prior to emailing the student and faculty to view the letter.

Online Preview

Print PDF Preview

Email Letter Now

Submit (No Email)

Save As Draft

Cancel

Print Accessibility Letter

Department of Student Support Services

MEMORANDUM

Date: December 14, 2017

Reasonable accommodations have been authorized for: Jane Doe, 1231234

As identified, educational accommodations will be needed for the following courses and semester listed below. Documentation is on file in this department substantiating the request as a reasonable accommodation under the Americans with Disabilities Act of 1990.

The following accommodations have been approved:

- **Assistive listening device**
For in Spring 2018

Please review this request and let us know within five business days if you feel you cannot meet these accommodations.

Questions concerning this accommodation request should be addressed to:
accommodateme@fscj.edu

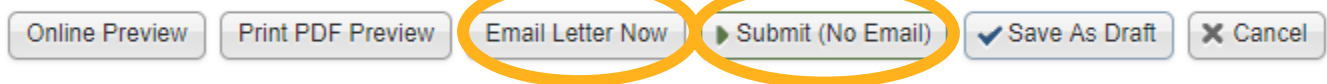
Thank you for your assistance in this matter,

Student Support Services Team

cc: Jane Doe

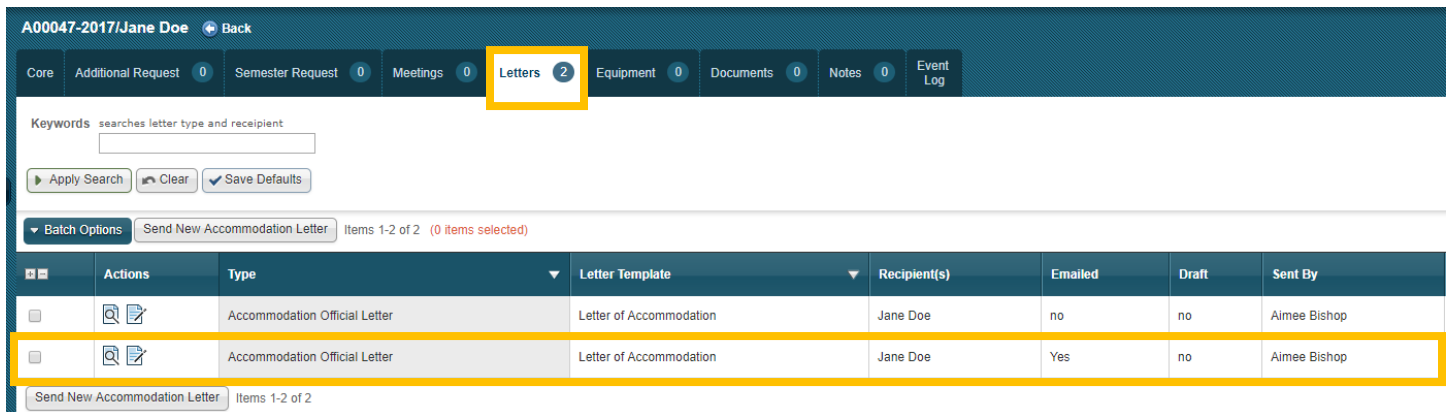
FSCJ Florida State College
at Jacksonville

You will have the choice to "Email Letter Now" or "Submit (No Email)".

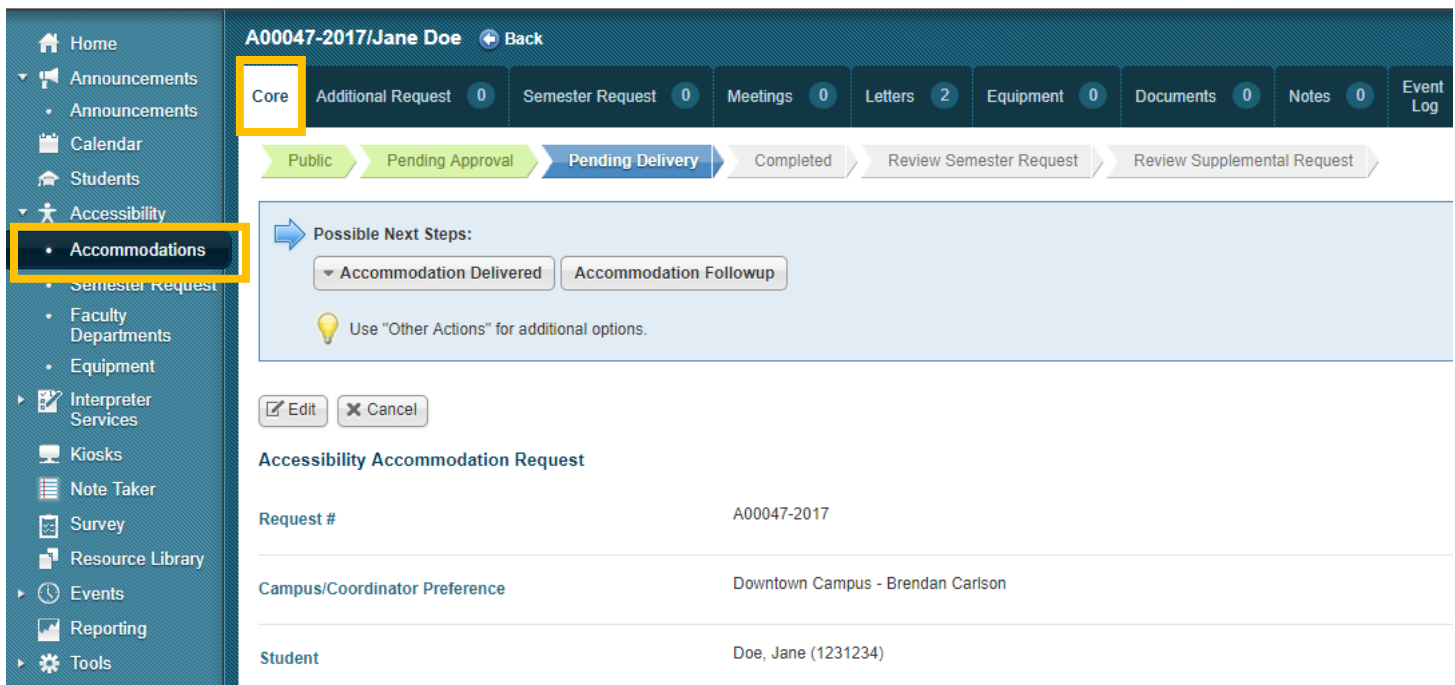


**Once you send the official letter, the student's case will still be in "Pending Delivery" status.*

Step 11: After reviewing the online preview of the letter, selecting "Email letter now" will appear as below within the "Letters" tab.



Step 12: Once you send official letter, click on "Core" tab. Here you will select the next possible steps: "Accommodation Delivered" or "Accommodation Follow up".



Select "Accommodation Delivered" tab from the drop down box.

- select "Mark as delivered and Send Letter" subtab if equipment will be issued to student.
- select "Mark as delivered" subtab and there is no equipment requested by the student

Note: If no equipment is issued, upon selecting “Mark as delivered” subtab from the dropdown of Accommodation Delivered tab, the request will move to Completed status.

A00047-2017/Jane Doe [Back](#)

Core Additional Request 0 Semester Request 0 Meetings 0

Public Pending Approval Pending Delivery Completed

➔ Possible Next Steps:

Accommodation Delivered Accommodation Followup

Mark as delivered & Send Letter
Mark as delivered

options.

In this example, “Mark as Delivered & Send Letter” is selected. If equipment is required, you will need to choose “Email letter now” to email the notification of equipment delivered to the student.

[new record] [Back](#)

Core Additional Request 0 Semester Request 0 Meetings 0 Letters 2 Equipment

Online Preview Print PDF Preview Email Letter Now Submit (No Email) Save As Draft X

Send Notification

Equipment Checkout ☒ Livescribe #1 (December 15, 2017)

Letter Template Accessibility Accommodation Request Delivered

Subject Notification equipment delivered

Specific Accommodation(s) ☒ Spring 2018 - Assistive listening device - Approved

Send Letter to Student ☒ Yes ☐ no

Faculty

Additional Recipient(s)

CC Address

BCC Address

1 Online Preview 2 Print PDF Preview Email Letter Now Submit (No Email) Save As Draft X Cancel

1

Dear Jane,

According to our records your accommodation of Assistive listening device previously approved by Student Support Services has been delivered.

The following equipment has been checked out to you and is due by the date below:

Livescribe #1

Check-out Date: December 15, 2017

Renewal Date (if applicable):

Due Date: May 04, 2018

Returned Date:

Thank you,

Student Support Services Team



**** Please note that under Florida's very broad public records law, electronic mail and recorded voicemail messages to and from College employees may be subject to public disclosure**

The letters will appear in the "Letters" tab as shown below indicating which letters were emailed. Click on "Core" tab located at the upper top left of the page. This request has now been moved to Completed status.

2

Core	Additional Request 0	Semester Request 0	Meetings 0	Letters 3	Equipment 1	Documents 0	Notes 0	Event Log
------	----------------------	--------------------	------------	-----------	-------------	-------------	---------	-----------

Keywords searches letter type and recipient

Apply Search Save Defaults

Batch Options Send New Accommodation Letter Items 1-3 of 3

Actions	Type	Letter Template	Recipient(s)	Emailed	Draft	Sent By
	Accommodation Delivered	Accessibility Accommodation Request Delivered	Jane Doe	Yes	no	Aimee Bishop

You have successfully reviewed and delivered the accommodation.

All	Public	Pending Approval	Pending Delivery	Completed	Review Request	Archived
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Keywords Assignment [Select]

Apply Search Save Defaults More Filters

Batch Options Request New Accommodation Items 1-20 of 31

Actions	Request #	Student	Disability	Requested Accommodations	Campus/Coordinator Preference
	A00047-2017	Jane Doe	H-Hearing	Assistive listening device	Downtown Campus - Brendan Carlson

Congratulations

You have successfully reviewed an Accessibility Accommodation Request

Should you have questions or concerns, please contact accommodateme@fscj.edu

Addendum

How to Set Up Equipment

Home

- Announcements
- Calendar
- Students
- Accessibility
 - Accommodations
 - Semester Request
 - Faculty Departments
 - Equipment

A00047-2017/Jane Doe Back

Core Additional Request 0 Semester Request 0 Meetings 0 Letters 2 **Equipment 1** Documents 0 Notes 0 Event Log

Keywords

Apply Search Save Defaults More Filters

Batch Options: Checkout Equipment Items 1-1 of 1

Submit Save Delete Cancel

Accessibility Equipment Checkout

Equipment* To view all available equipments, click on ? icon.
Livescribe #1

Checkout Date* 2017-12-15

Due Date 2018-05-04

Check-out Renewal ☐ Yes ☐ no

Returned ☐ Yes ☒ no

Return Date

Comments

Submit Save Delete Cancel

Select equipment to be checked out

Select date student received equipment

Select date equipment needs to be returned to Student Support Services

Select "Yes" if student will keep equipment from semester to semester or year to year

When equipment has been returned to Student Support Services, select "Yes" and date equipment was returned

Provide any comments about equipment status, quality, etc. in this space.

Equipment Back

Checked Out Currently Checked Out Available Equipment Inventory

Keywords

Apply Search Save Defaults More Filters

Batch Options: Items 1-1 of 1

You can manage Equipment under Accessibility -> Equipment

	Actions	Request #	Student	Equipment	Checkout Date	Due Date	Returned
<input type="checkbox"/>		A00047-2017	Jane Doe	Livescribe #1	December 15, 2017	May 04, 2018	no

Items 1-1 of 1