

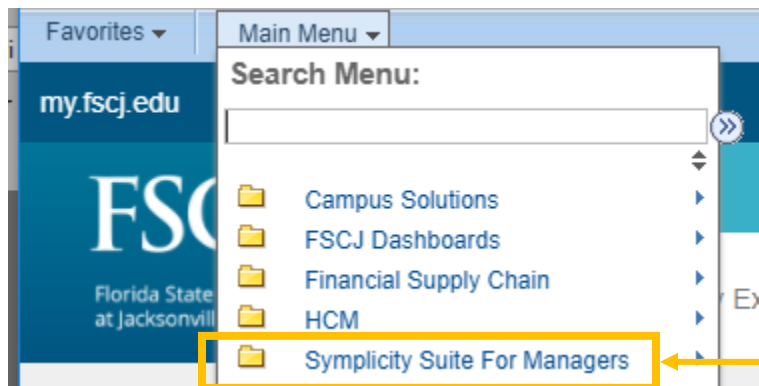


Accommodate

How to Review an Additional Request

How to Review an Additional Request

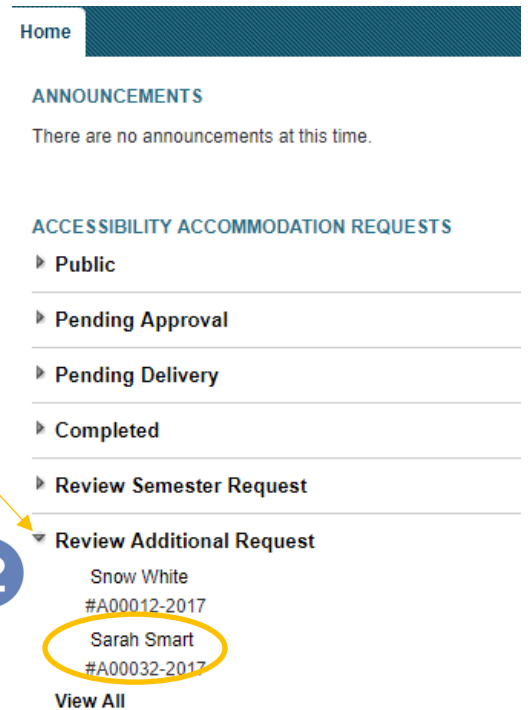
Log in to your myFSCJ portal and click on Symplicity Suite for Managers under Main Menu then click on Accommodate



Step 1: Start from the Accommodate homepage and click on *Review Additional Request*.



Step 2: When you've expand Review Additional Request, click on the name of the student you need to review the request for.



Home

ANNOUNCEMENTS

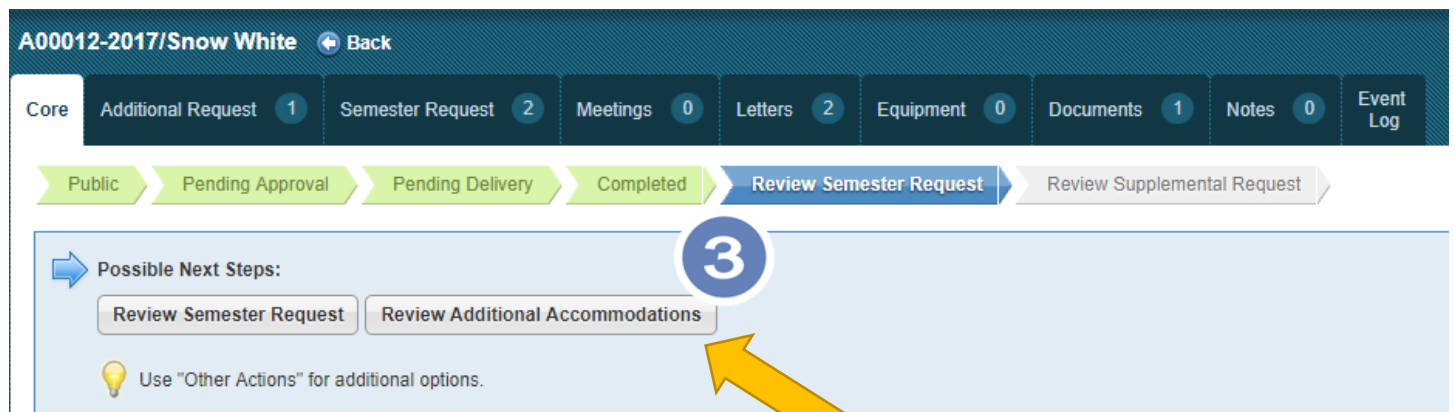
There are no announcements at this time.

ACCESSIBILITY ACCOMMODATION REQUESTS

- Public
- Pending Approval
- Pending Delivery
- Completed
- Review Semester Request
- Review Additional Request**
 - Snow White
#A00012-2017
 - Sarah Smart
#A00032-2017**
 - View All

This will open the student's digital file.

Step 3: For possible next steps, click on *Review Additional Accommodations*.



A00012-2017/Snow White Back

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

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

Possible Next Steps:

- Review Semester Request
- Review Additional Accommodations**

Use "Other Actions" for additional options.

This opens up the Additional Accommodations Request.

Core

Additional Request 1

Semester Request 2

Meetings 0

Letters 2

Equipment 0

Documents 1

Notes 0

Event Log

Submit

Cancel

Archive

Save & Create Letter

* indicates a required field

Accessibility Accommodation Request

Instructions: There is much variability within each accessibility category, and therefore, the type of accommodations needed can vary significantly. Below, you will find descriptions of the various types of disabilities recognized in the United States. Student needs vary according to each individual. Therefore, it is important for the participating studentB to clarify the particular accommodations she or he requests

Request #

A00012-001-2017

Student*

White, Snow (9638521)

My diagnosed disability falls into the following category*

A-Autism Spectrum Disorder

How does your disability affect you academically?*

Struggle with organization and group projects
Need structure

How does your disability affect student life in general, like taking tests and studying?

work more independently

Step 4: Review the information provided by the student in the request.

* indicates a required field

Accessibility Accommodation Request

Instructions: There is much variability within each accessibility category, and therefore, the type of accommodations needed can vary significantly. Below, you will find descriptions of the various types of disabilities recognized in the United States. Student needs vary according to each individual. Therefore, it is important for the participating student(s) to clarify the particular accommodations s/he or he requests.

Request #	A00012-001-2017
Student*	White, Snow (0038521)
My diagnosed disability falls into the following category*	A-Autism Spectrum Disorder
How does your disability affect you academically?*	Struggle with organization and group projects Need structure
How does your disability affect student life in general, like taking tests and studying?	work more independently
What accommodations are you requesting?*	<div><h4>Accessibility Supplemental Accommodation #1</h4><p>Accommodation Type*</p><p>Preferential seating</p><p>Description</p><p>If other, please specify here</p><p>The date I would need this Accommodation is</p><p>2018-01-08</p><p>End Date</p><p>2018-05-11</p><p>Approved*</p><p><input checked="" type="radio"/> Yes <input type="radio"/> no</p><p>Decision Details</p></div>

[e.complixity.com/manager/?calendar& kcd=1](#)

If you want to approve the request, select yes under *Approved*.

If the request is not approved, please reach out to the student for more information or additional documentation.

The date I would need this Accommodation is

2018-01-08

End Date

2018-05-11

Approved*

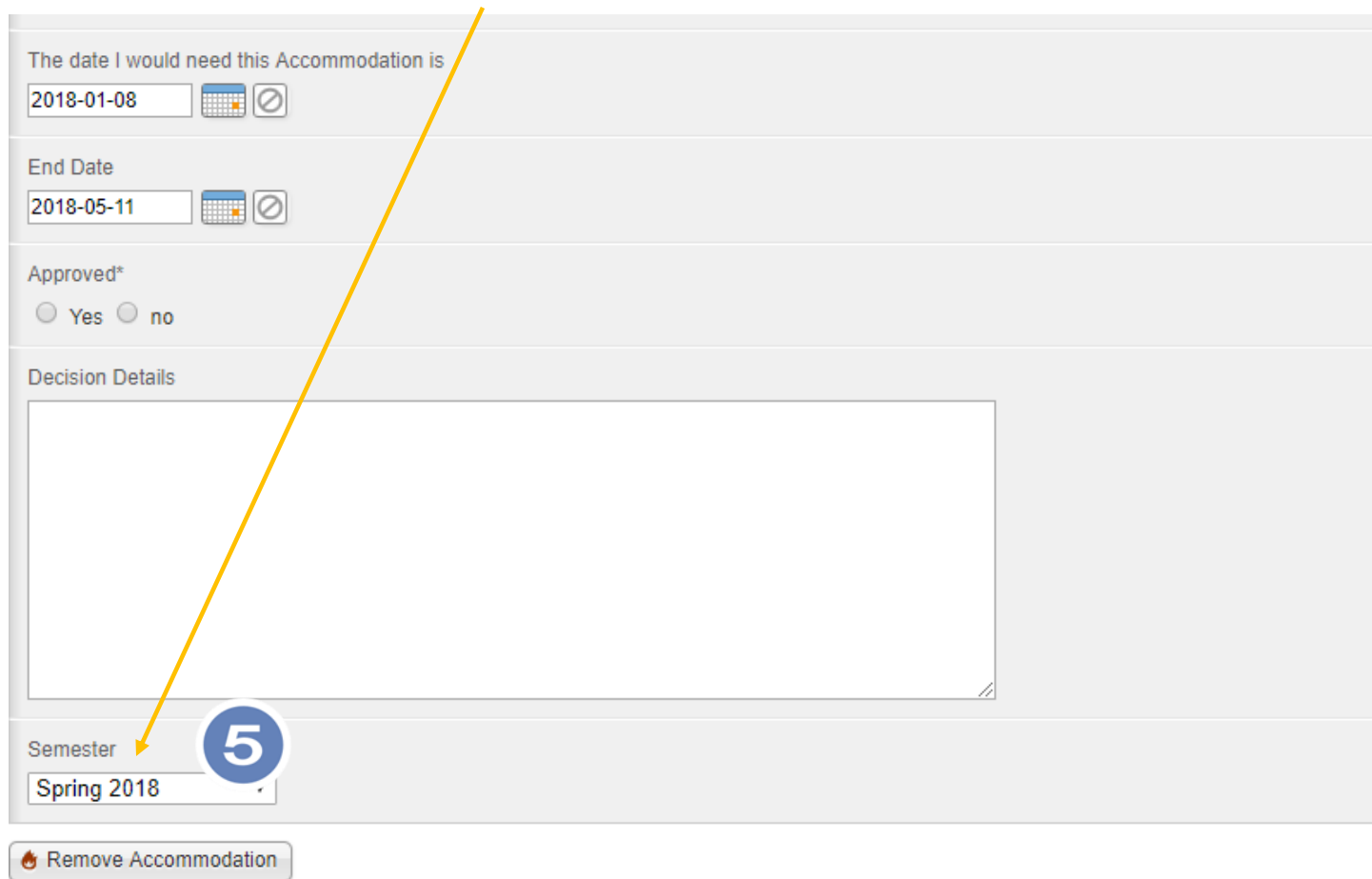
☒ Yes ☐ no

Decision Details

Semester

Spring 2018

Step 5: Next, select the semester the accommodation(s) are needed.



The date I would need this Accommodation is
2018-01-08

End Date
2018-05-11

Approved*
☐ Yes ☐ no

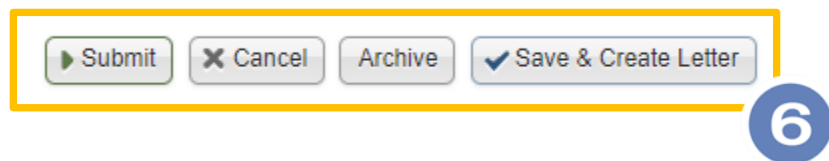
Decision Details

Semester
Spring 2018

Remove Accommodation

A yellow arrow points from the top of the form to the 'Semester' dropdown menu, which is highlighted with a blue circle containing the number 5.

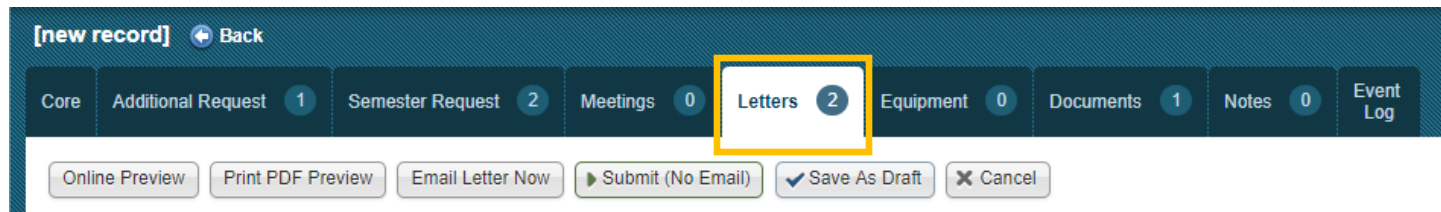
Step 6: Scroll down to the bottom and click Save & Create Letter.



Submit Cancel Archive Save & Create Letter

A yellow box highlights the bottom buttons of the form, and a blue circle with the number 6 points to the 'Save & Create Letter' button.

Once you click *Save & Create Letter* the letter will show in the Letters tab as shown below.



[new record] Back

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

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

The 'Letters' tab in the top navigation bar is highlighted with a yellow box.

Step 7: Before sending letter, please make sure to include the faculty who need to be informed about the additional requests. This can be done by typing in the faculty name(s) in the search box.

Please CC anyone else who may need to know about the student’s accommodations. For example, Assessment and Certification Center staff.

Online Preview

Print PDF Preview

Email Letter Now

Submit (No Email)

Save As Draft

Cancel

* indicates a required field

Send Notification

Subject

Accommodation Memo

Specific Accommodation(s)

☒ Summer 2018 - Note Taker - Approved

☐ Spring 2018 - Preferential seating - Approved - A00012-001-2017

Send Letter to Student

7

☒ Yes ☐ no

Faculty

7

Additional Recipient(s)

7

CC Address

BCC Address

Step 8: Select *Online Preview* to review the letter that will be sent to the student.

8

Online Preview

Print PDF Preview

Email Letter Now

Submit (No Email)

Save As Draft

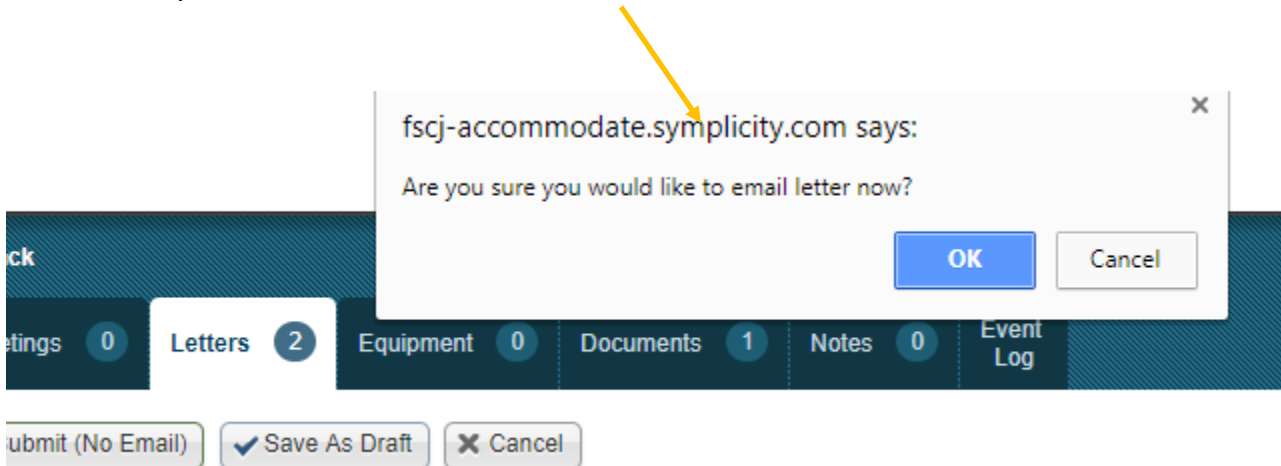
Cancel

Show Plain Text

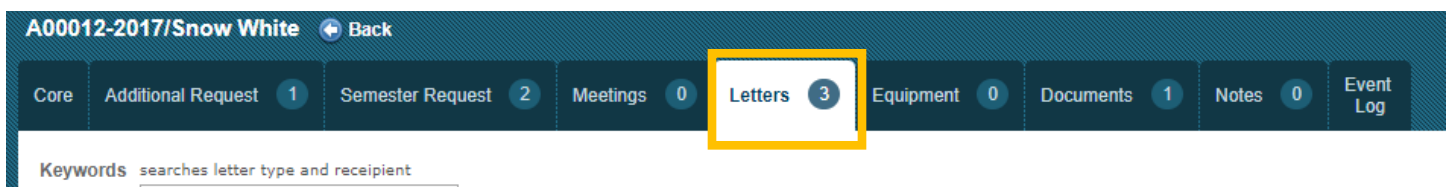
Step 9: After reviewing the online preview, click *Email Letter Now* to send the letter.



When you select *Email Letter Now*, the letter will be emailed automatically. A dialog box will pop up to confirm that you want to send the letter. Select *ok*.



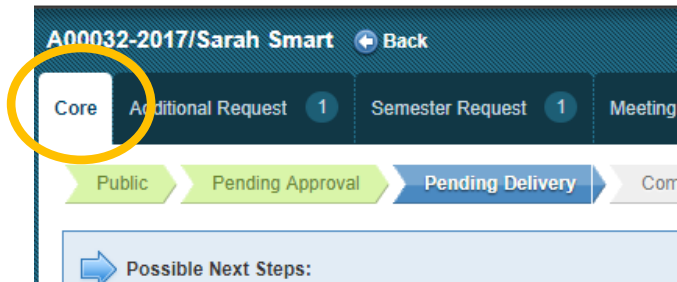
A record of the letter can be found in the letter tab at the top of the screen.



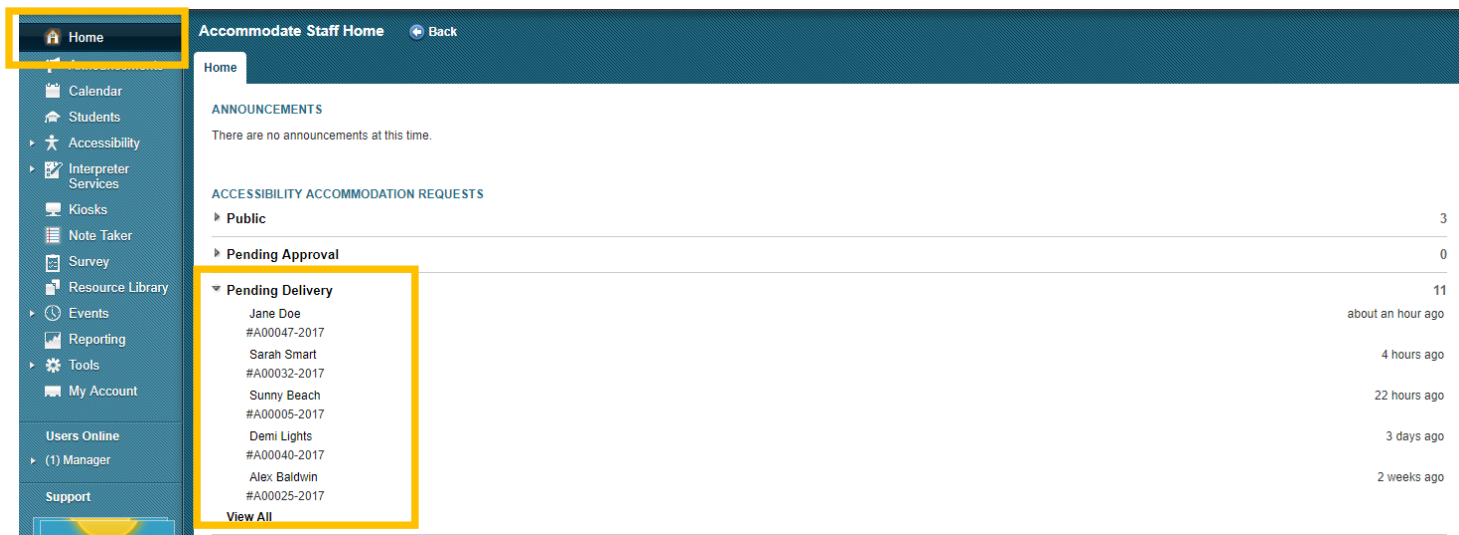
Next Step: This additional request has been moved to Pending Delivery status. Refer to the section on *Pending Delivery* found in the *Accessibility Accommodation Request* manual.

You can jump to *Pending Delivery* for this student two ways:

- (1) Selecting the Core tab at the top of the page will lead you to the pending delivery step



- (2) Return to the home page and expand the Pending Delivery tab in the middle of the page. Once Pending Delivery has been expanded, you can select the name of the student you are working with.



Please refer to the section on *Pending Delivery* found in the *Accessibility Accommodation Request* manual for details on the next stage of accommodation approval process. If you have any questions, please contact

accommodateme@fscj.edu