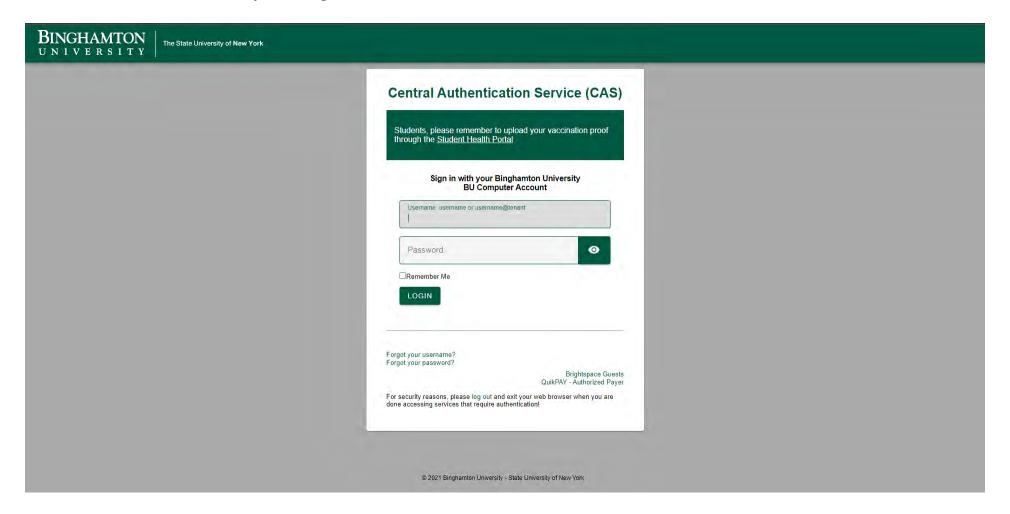
## **Accommodate Faculty User Instructions**

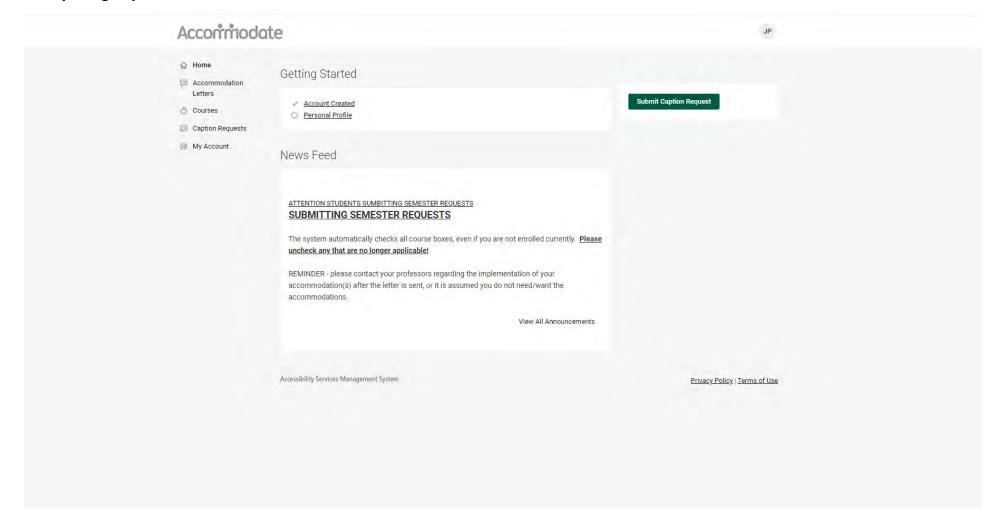
Binghamton University Services for Students with Disabilities (SSD)

The SSD office is happy to announce a major change in the way faculty will access student accommodation information. Faculty will now have the ability to review their students' accommodations in one place, through Accommodate, Binghamton University's accommodation system.

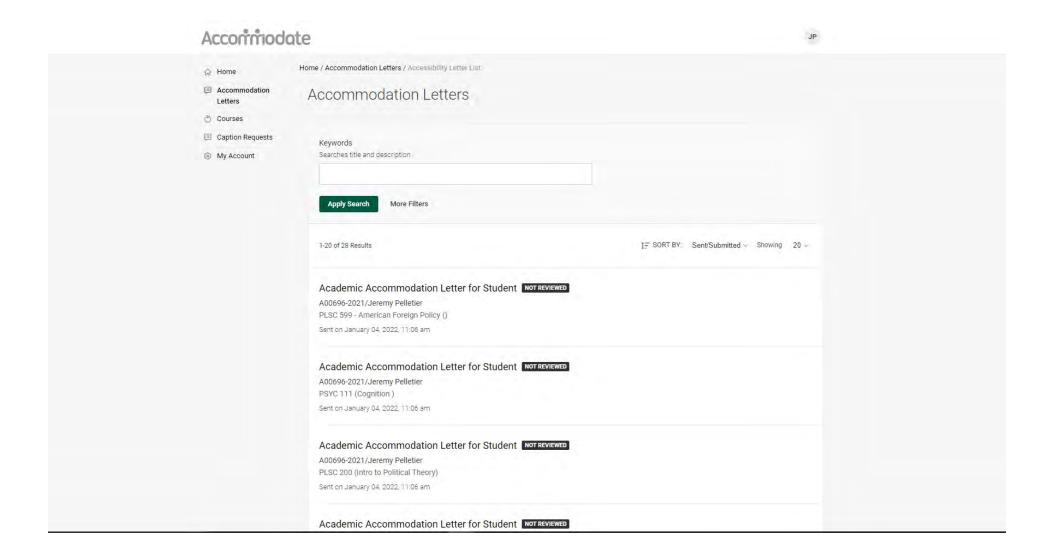
Log-in to Accommodate here: [https://binghamton-accommodate.symplicity.com/sso/faculty. You will enter your PODS username and password. You will then be directed to enter your six digit code for the 2 factor authentication.



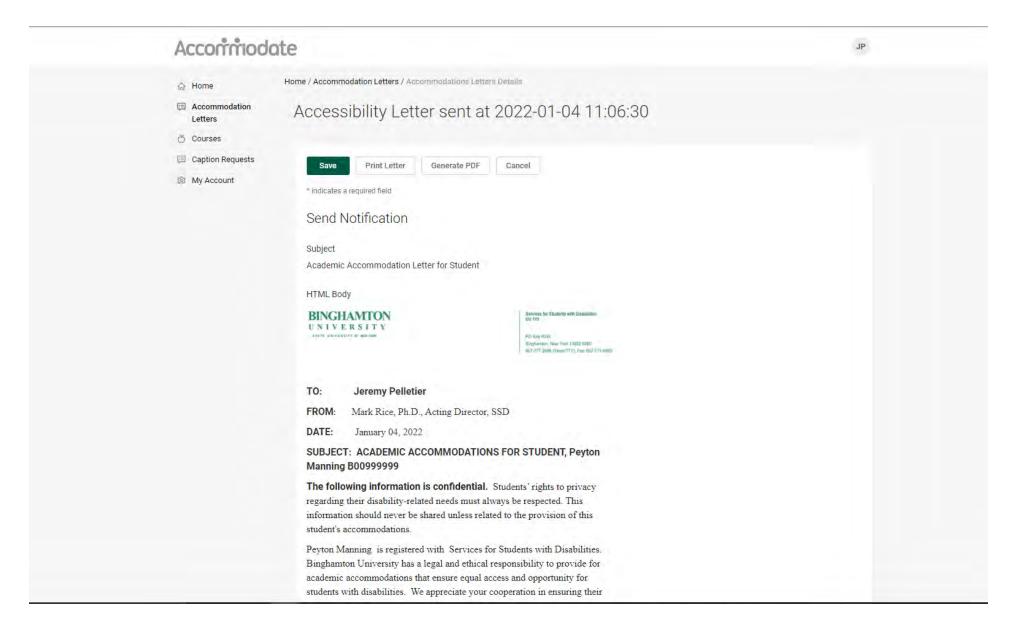
## After you log-in you will arrive in the "Home" section.



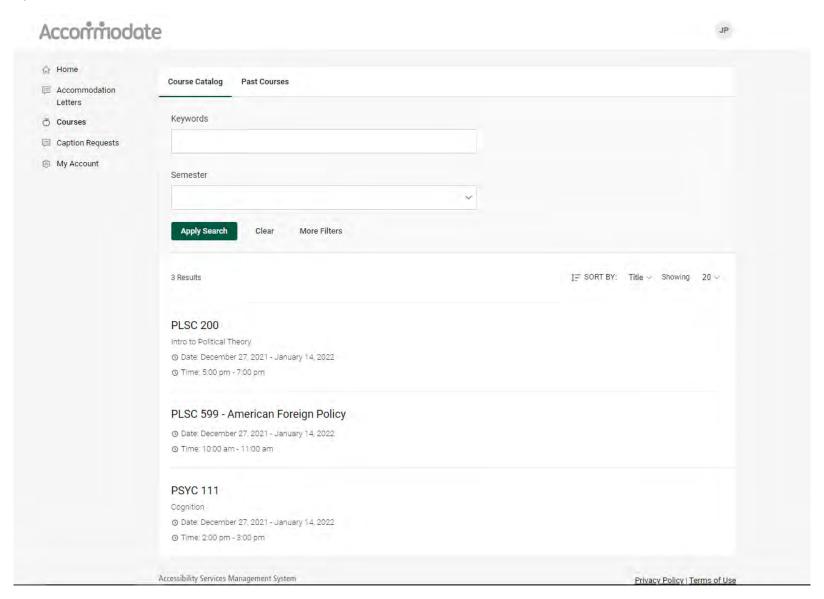
To view a student's accommodation letter select "Accommodation Letters." Select the letter that you wish to view. Once reviewed you can enter your intials and the text in the black box will indiciate "Reviewed". If you don't intitial the black box will remain labeled "Not Reviewed".



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



To view a list of students enrolled in your course with accommodations, select "Courses." Select the course you wish to view. Here you can view course details, enrolled students.



To view enrolled students with accommodations, select "Enrolled Students" and then select "More Filters." Select "Yes" Under Approved Accommodations for this Course to view only students who are approved for accommodations in this course.

