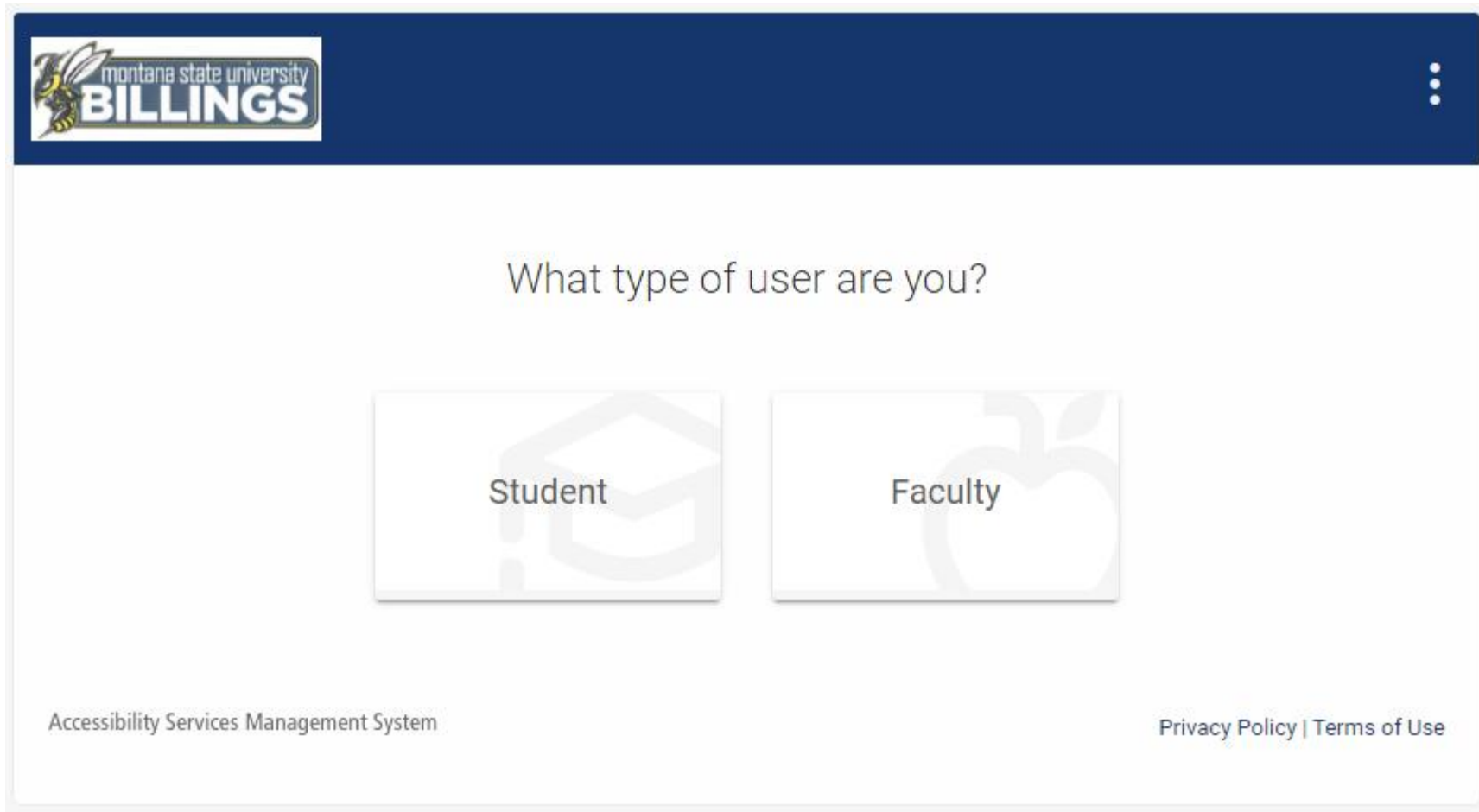


## Accommodate Student User Instructions

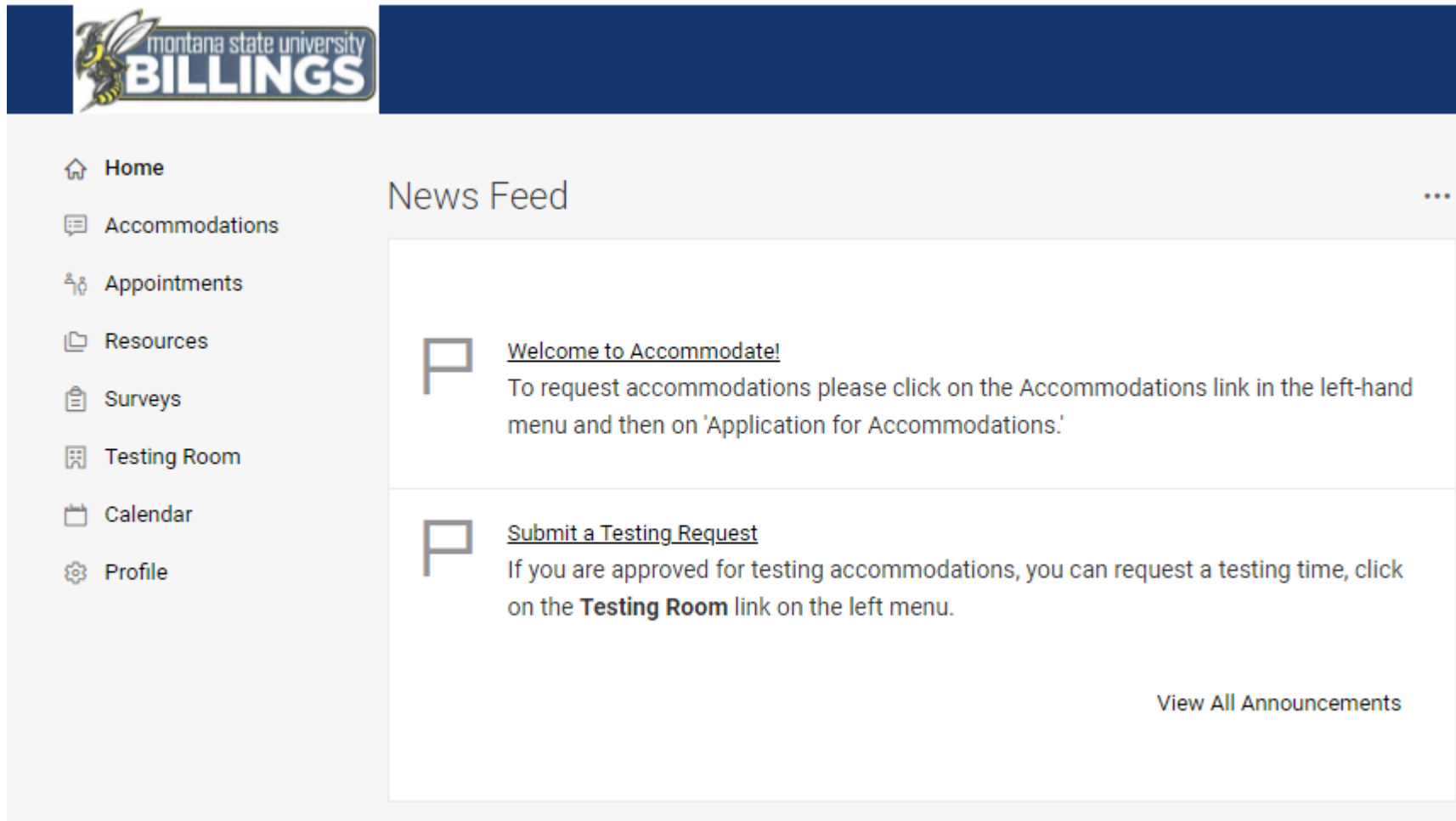
Montana state University Billings  
City College


Disability Support Services 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 access and navigate your Accommodate portal.

**Log-in to Accommodate here: <https://msubillings-accommodate.symplicity.com/students> and select “Student”**




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




 montana state university  
**BILLINGS**

- Home
- Accommodations
- Appointments
- Resources
- Surveys
- Testing Room
- Calendar
- Profile

## News Feed


 [Welcome to Accommodate!](#)  
To request accommodations please click on the Accommodations link in the left-hand menu and then on 'Application for Accommodations.'

 [Submit a Testing Request](#)  
If you are approved for testing accommodations, you can request a testing time, click on the **Testing Room** link on the left menu.

[View All Announcements](#)

To view your accessibility application, select “Accommodations” > “Application for Accommodations”.

Note: Students who registered with DSS before Accommodate will find a summary of their original Application.



return | [Return to list \(Accommodation\)](#)

# Accommodation

- [Accessibility Request](#)
- [Supplemental](#)
- [Semester Request](#)
- [Letters](#)
- [Equipment](#)
- [Documents](#)

[Schedule Alternative Test](#)

## Application for Student Accessibility Accommodation

Request #  
A00400-2022

Student  
Mike Smith

Cell Phone Number  
1234567890

- [Home](#)
- [Accommodations](#)
  - [Application for Accommodations](#)
  - [Supplemental](#)
  - [Semester Request](#)
  - [Accommodation Letters](#)
  - [Equipment](#)
  - [Documents](#)
- [Appointments](#)
- [Resources](#)
- [Surveys](#)
- [Testing Room](#)
- [Calendar](#)
- [Profile](#)

To submit a request for supplemental accommodations, select “Accommodation” > “Supplemental Request” > “Add New”

## Accommodation

Accessibility Request   Supplemental   Semester Request   Letters   Equipment   Documents


Active   Archived


[Add New](#)

To request an appointment with a DSS staff member, select “Appointment Request” > “Request New Appointment”

## DSS Appointments

Requested Appointments   Approved Appointments

 No records found

 No records found

[Request New Appointment](#)

To upload a new document, select “Accommodations” > “My Documents” > “Add New Accessibility Document”

The screenshot shows a web application interface. On the left is a navigation sidebar with the following items: Home, Accommodations, Application for Accommodations, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointments, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area has a breadcrumb trail: "Return to Advising Appointment | Return to list (Accommodation)". Below this is the heading "Accommodation" and a sub-navigation bar with tabs: "Accessibility Request", "Supplemental", "Semester Request", "Letters", "Equipment", and "Documents". The "Documents" tab is active. A blue button labeled "Add New Accessibility Document" is highlighted with a red arrow pointing to a callout box. The callout box, outlined in a dashed blue border, shows a preview of the document creation form. At the top of the callout are buttons for "Submit", "Save", and "Cancel". Below these is a note: "\* indicates a required field". The form sections include: "Document Information" with a "Document Title \*" field; "Document Type" with a text input field; "Document" with a dropdown menu; and a file upload area with a folder icon, the text "Drop files here to upload", and an "Upload File" button. A faint document icon is visible behind the callout box.

