

# How to Make a Semester Request and View/Approve Accommodation Letters

You will need to complete a Semester Request to activate academic accommodations **every** semester. Please follow the steps below to complete your request:

1. Log onto Accommodate
2. From the menu on the left side select **Accommodation**
3. Select **Semester Request** from the list
4. Click "Add New"
5. Choose the semester from the dropdown
6. You now have two choices:
  - a. If you would like to send all your approved accommodations to each professor click **Submit for All Accommodation**.
  - b. If you would like to select only certain accommodations for certain classes, click **Review the Renewal** - Please be sure to check the courses under each accommodation type for which you want the accommodation to apply
7. Click **Submit**

## What you can expect after you have submitted your Semester Request:

You will receive an email to your ESU email address within 48 hours of your submission. It will direct you to log onto Accommodate to review your letter.

## How to view/approve your Accommodation Letter:

Existing OASIS students: you can complete this step only after you have made an official Semester Request for your Accommodation Letter.

1. Log onto Accommodate
2. From the column on the left side select **Accommodation**
3. Select **Accessibility Letters** from this list
4. Click *Letter of Accommodation* – it will say **Requested** next to it
5. Scroll down and Review your letter
6. Complete the questions in the gray box titled **Acknowledgement and Release of Information Authorization**
7. Electronically sign your letter by typing your complete name in the box
8. Select **Save**
9. If you want to print or save the letter for your records, click print or Generate PDF

**Having difficulty?** If you need help navigating Accommodate or accessing your letters, please contact Kim Roselli at the following email address: [kroselli1@esu.edu](mailto:kroselli1@esu.edu)