

Chabot Accommodate Tutorial

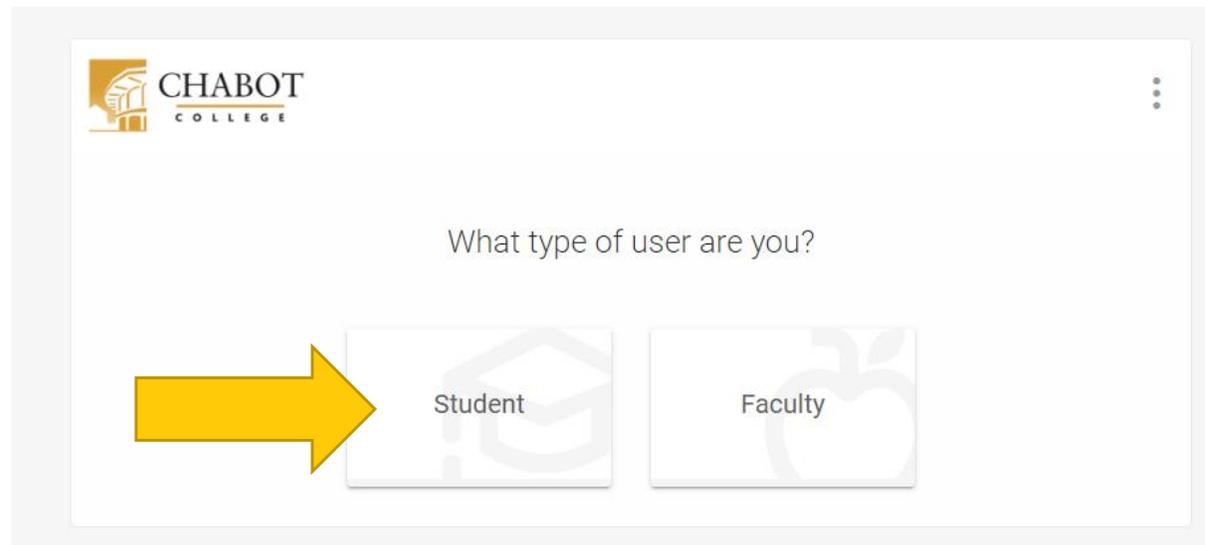
Submitting a Semester Request

What is a Semester Request

- A semester request is how you “activate” your accommodations for your classes each semester.
- It sends a letter to each instructor you select that outlines your approved accommodations

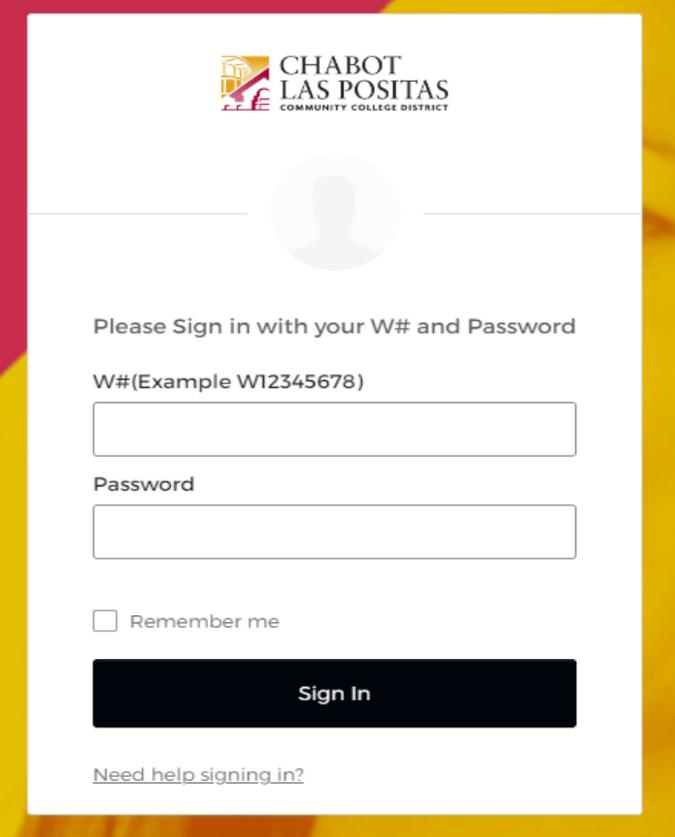
Logging into Accommodate

- Open any web browser and navigate to
 - <https://chabotcollege-accommodate.symlicity.com/>
- The next page will ask you what type of user you are, click “Student”



Logging into Accommodate

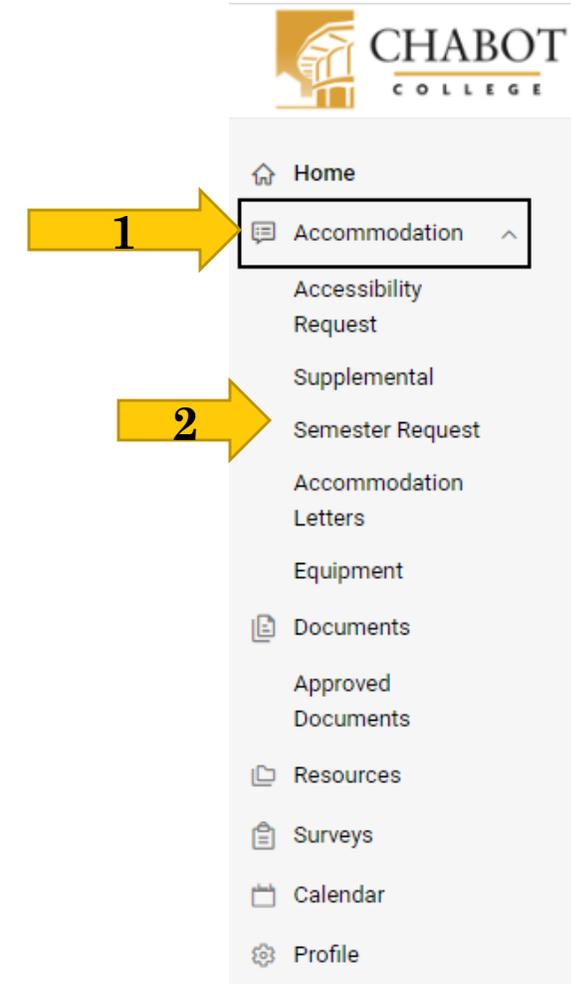
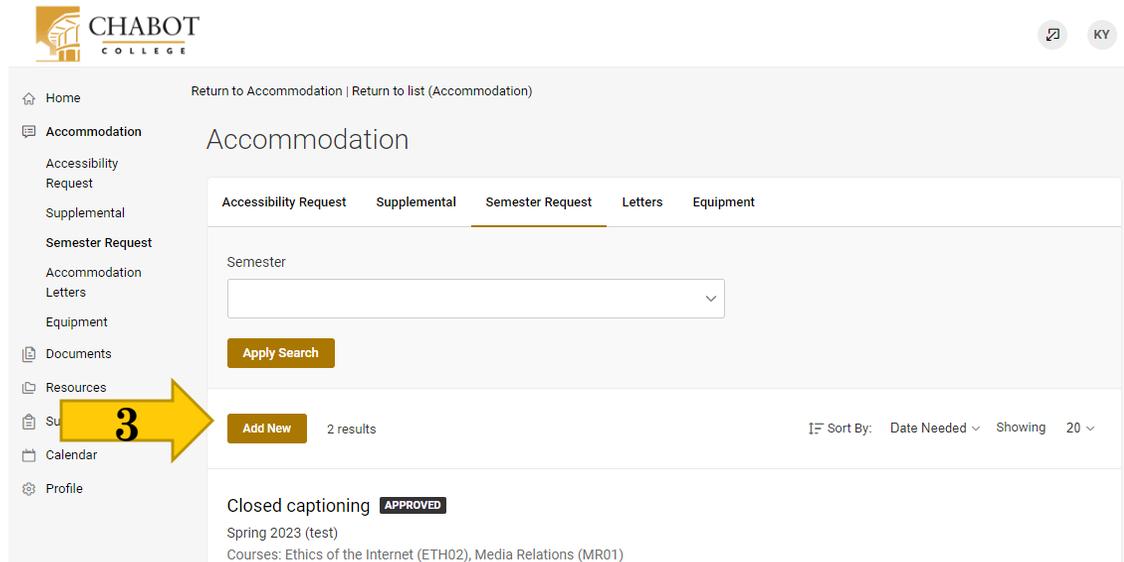
- Log in using your W# and Password
 - This is the same W# and Password that you might use to log into ClassWeb
 - If you need help setting up your SSO, please visit <https://districtazure.clpccd.org/tech/myportal.php>
 - Or if you need to reset your password, go to <https://clpccd.okta.com/signin/forgot-password>



The screenshot shows a login form for the Chabot Las Positas Community College District. At the top left is the college's logo. Below it is a circular placeholder for a user profile picture. The main heading reads "Please Sign in with your W# and Password". There are two input fields: "W#(Example W12345678)" and "Password". Below the password field is a checkbox labeled "Remember me". A black "Sign In" button is positioned below the checkbox. At the bottom left, there is a link that says "Need help signing in?".

Getting to Semester Requests

1. Click “Accommodation” (1)
2. Click “Semester Request” (2)
3. This should bring you to a page that lists your different accommodations and classes
4. Click “Add new” (3)



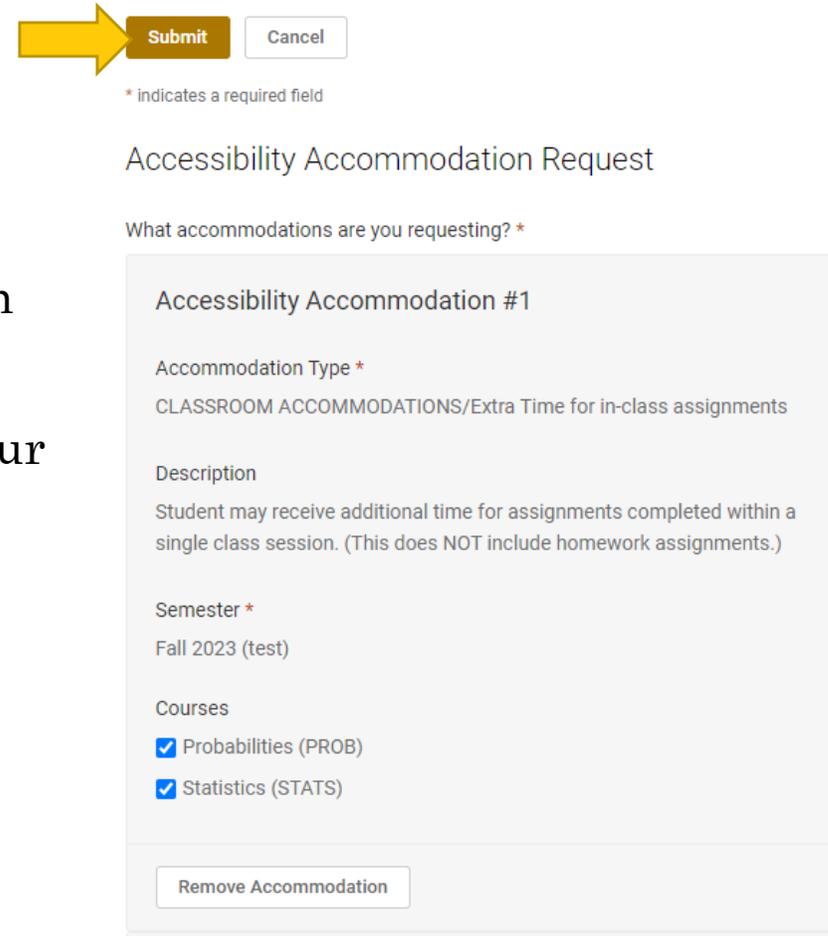
Submitting a Semester Request

- On this page, click the dropdown box for Semester (1)
- Then select the upcoming or current semester you would like to utilize your accommodation (2)
- Click “Review the Renewal”

The screenshot displays the Chabot College Accommodation portal. The page title is "Accommodation" and the breadcrumb is "Return to Accommodation | Return to list (Semester Request)". The left sidebar contains navigation options: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Resources, Surveys, Calendar, and Profile. The main content area has tabs for "Accessibility Request", "Supplemental", "Semester Request", "Letters", and "Equipment". A blue notification box states: "You have been approved for: CLASSROOM ACCOMMODATIONS/Extra Time for in-class assignments, CLASSROOM ACCOMMODATIONS/Notetaker with shared notes, TESTING ACCOMMODATIONS/Extended Time". Below this is a "Semester" dropdown menu with options: "Fall 2023 (test)", "Fall 2023 (test)", and "Summer 2023 (test)". A yellow arrow labeled "1" points to the dropdown arrow, and another yellow arrow labeled "2" points to the "Fall 2023 (test)" option. To the right of the dropdown is a "Submit Accommodations" button with a yellow arrow labeled "3" pointing to it. Below the button is a "Review The Renewal" button. The right sidebar contains "Statistics" (STATS, Starts August 15, 2023, Ends December 21, 2023) and "Probabilities" (PROB, Starts August 15, 2023, Ends December 21, 2023).

Submitting a Semester Request

- On the next page, look through each accommodation and make sure there is a checkmark next to any class you plan to use that accommodation.
- If you do not plan to utilize an accommodation this semester, click Remove Accommodation
- When you have selected classes for each of your accommodations, click “Submit” at the top of the page.



Submit

* indicates a required field

Accessibility Accommodation Request

What accommodations are you requesting? *

Accessibility Accommodation #1

Accommodation Type *
CLASSROOM ACCOMMODATIONS/Extra Time for in-class assignments

Description
Student may receive additional time for assignments completed within a single class session. (This does NOT include homework assignments.)

Semester *
Fall 2023 (test)

Courses

- Probabilities (PROB)
- Statistics (STATS)