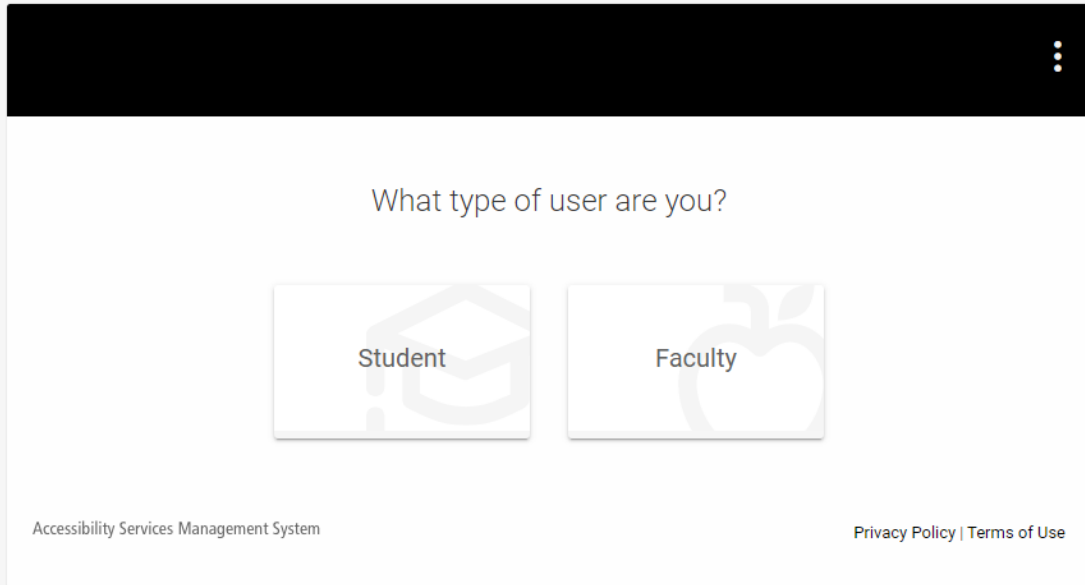


Accommodate Student Login:

1. To access Accommodate, go to <https://aum-accommodate.symphlicity.com/>



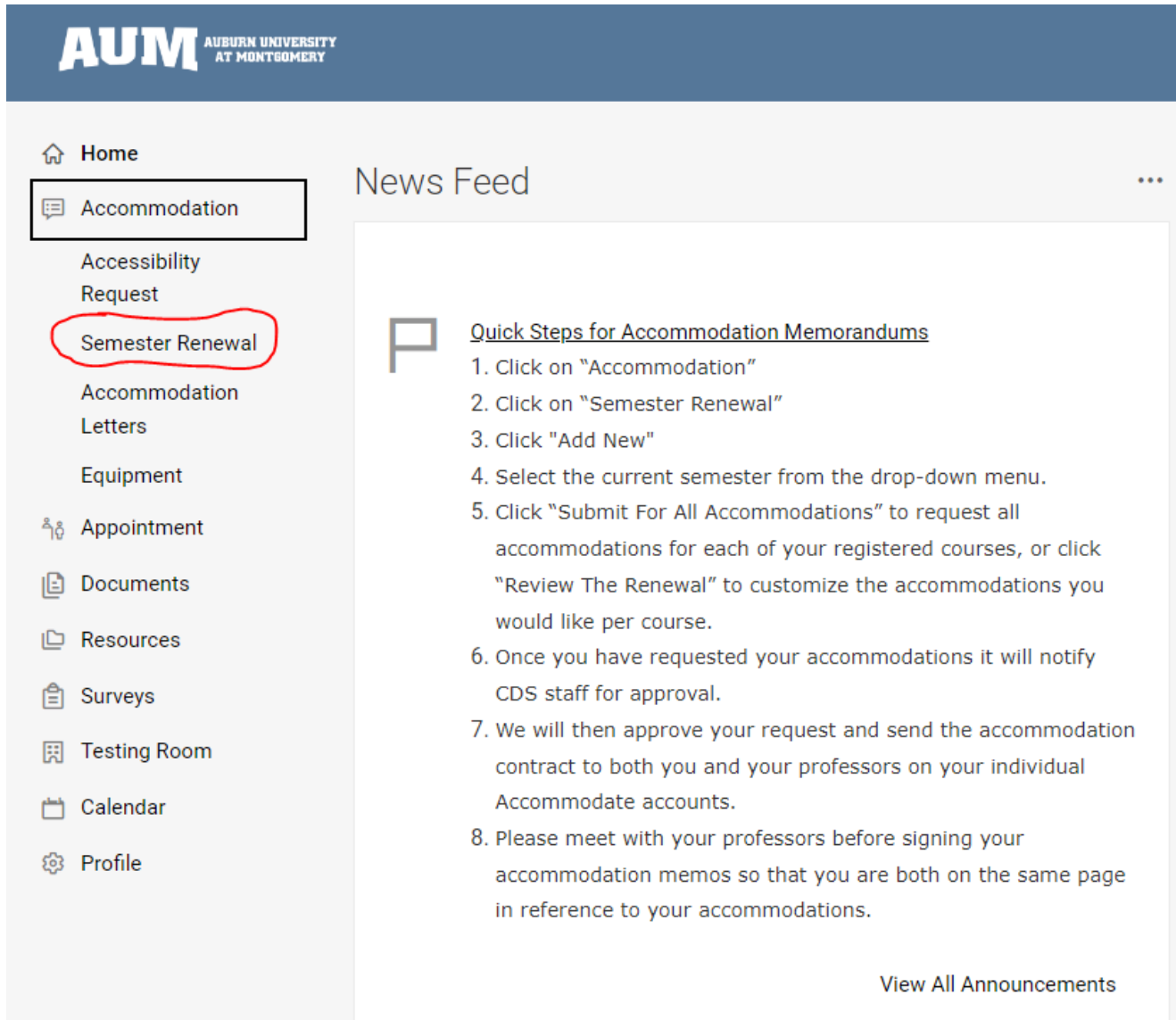
This page will ask you "What type of user are you?" Either "Student" or "Faculty".

2. Choose "Student" and sign in with your AUM username and password.

The student homepage contains links to all of your accessibility requests in the column to the left, including Accessibility Requests, Supplemental Accommodations, Semester Renewals, Accommodation Letters, and Equipment. You can also schedule your exams with CDS using the “Testing Room” link.

To request your accommodation letters after you have been notified that your accommodations are approved:

1. Click on “Accommodation”- a drop-down menu will appear.
2. Click “Semester Renewal”.



The screenshot shows the Auburn University at Montgomery student homepage. The header features the AUM logo and the text "AUBURN UNIVERSITY AT MONTGOMERY". Below the header is a navigation menu with the following items: Home, Accommodation (highlighted with a black box), Accessibility Request, Semester Renewal (circled in red), Accommodation Letters, Equipment, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. To the right of the navigation menu is a "News Feed" section. The first announcement in the feed is titled "Quick Steps for Accommodation Memorandums" and contains an 8-step list of instructions for requesting accommodations. At the bottom right of the news feed, there is a link that says "View All Announcements".

AUM AUBURN UNIVERSITY AT MONTGOMERY

Home

Accommodation

Accessibility Request

Semester Renewal

Accommodation Letters

Equipment

Appointment

Documents

Resources

Surveys

Testing Room

Calendar

Profile

News Feed

Q [Quick Steps for Accommodation Memorandums](#)

1. Click on “Accommodation”
2. Click on “Semester Renewal”
3. Click "Add New"
4. Select the current semester from the drop-down menu.
5. Click “Submit For All Accommodations” to request all accommodations for each of your registered courses, or click “Review The Renewal” to customize the accommodations you would like per course.
6. Once you have requested your accommodations it will notify CDS staff for approval.
7. We will then approve your request and send the accommodation contract to both you and your professors on your individual Accommodate accounts.
8. Please meet with your professors before signing your accommodation memos so that you are both on the same page in reference to your accommodations.

[View All Announcements](#)

3. Click "Add New".

The screenshot displays the Auburn University at Montgomery (AUM) website interface. The header features the AUM logo and the text "AUBURN UNIVERSITY AT MONTGOMERY". A navigation menu on the left includes links for Home, Accommodation, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is titled "Semester Renewal" and includes tabs for "Accessibility Request", "Semester Renewal", "Letters", and "Equipment". A search bar labeled "Semester" is present, with an "Apply Search" button below it. A red circle highlights the "Add New" button, which is located next to the text "5 Results". To the right of the "Add New" button, there is a "SORT BY:" dropdown menu. Below the search bar, two entries are listed: "FM System" and "Extended Time 1.5", both marked as "APPROVED". The "FM System" entry includes details for "Fall 2022", "Courses:", "Started on August 15, 2022", "Ends on December 08, 2022", and "Created on June 09, 2022, 5:36 pm".

4. Select the current "Semester" from the drop-down menu.


AUM AUBURN UNIVERSITY AT MONTGOMERY

Return to Accommodation | Return to list (Semester Request)

Accommodation

Accessibility Request Semester Renewal Letters Equipment

i You have been approved for:
Extended Time 1.5
FM System

Semester 

- Home
- Accommodation
 - Accessibility Request
 - Semester Renewal
 - Accommodation Letters
 - Equipment
- Appointment
- Documents
- Resources
- Surveys
- Testing Room
- Calendar
- Profile

5. Click “Review The Renewal” to customize the accommodations you would like per course.

AUM AUBURN UNIVERSITY AT MONTGOMERY

Return to Accommodation | Return to list (Semester Request)

Accommodation

Accessibility Request Semester Renewal Letters Equipment

i You have been approved for:
Extended Time 1.5
FM System

Semester
Fall 2022

Review The Renewal

Time Travel 200
Starts August 15, 2022
Ends December 08, 2022

6. Click "Submit" when you are finished.

The screenshot shows a web interface for submitting an accessibility request. On the left is a navigation menu with the following items: Accessibility Request, Semester Renewal, Accommodation Letters, Equipment, Appointment, Documents, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area is titled 'FM System' and contains the following fields:

- Description:** A text area containing the text: "Student will be using an amplification device/FM System; please wear the microphone provided by the student. CDS is available to help facilitate this accommodation."
- Semester *:** A dropdown menu currently set to "Fall 2022".
- Courses:** A list with one item checked: "Time Travel 200 ()".

At the bottom of the form are three buttons: "Remove Accommodation", "Request Additional Accommodation", and "Submit". The "Submit" button is highlighted with a red circle.