Accommodate Student Login:

1. To access Accommodate, go to https://aum-accommodate.symplicity.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.
1) In the left-hand menu, click “Testing Room”.

2) Under “Pending Booking Requests”, click “New Booking Request”.

Quick Steps for Accommodation Memorandum
1. Click on “Accommodation”
2. Click on “Semester Request”
3. Select the current semester from the drop-down menu.
4. 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.
5. Once you have requested your accommodations it will notify CDS Staff for approval.
6. We will then approve your request and send the accommodation contract to both you and your Professor on your individual Accommodate accounts.
7. CDS is still requesting you to still meet with your professors before signing your contract so that you both on the same page in reference to your accommodations. During this time we understand if that has to happen through Zoom, phone, e-mail, etc.

View All Announcements
3) Under the course drop-down menu, select the course that has an upcoming exam.

4) Scroll to the bottom of the menu and click “Check Availability”.
5) On the right-hand side, you should see available time slots to choose from. **Note:** If you do not see available time slots, please reach out to CDS for assistance.

6. Click the text labeled “General” under the date and time that you would like to take your exam.
7. In this form, complete the fields titled "Exam" (with a name to describe the exam), "Length of Exam" (specifically the time students would receive in class- **NOT** including any extensions you may have), and "Notes" (include any comments you have, or information you'd like for us to know).
8. Click "Submit Request" when you are finished.