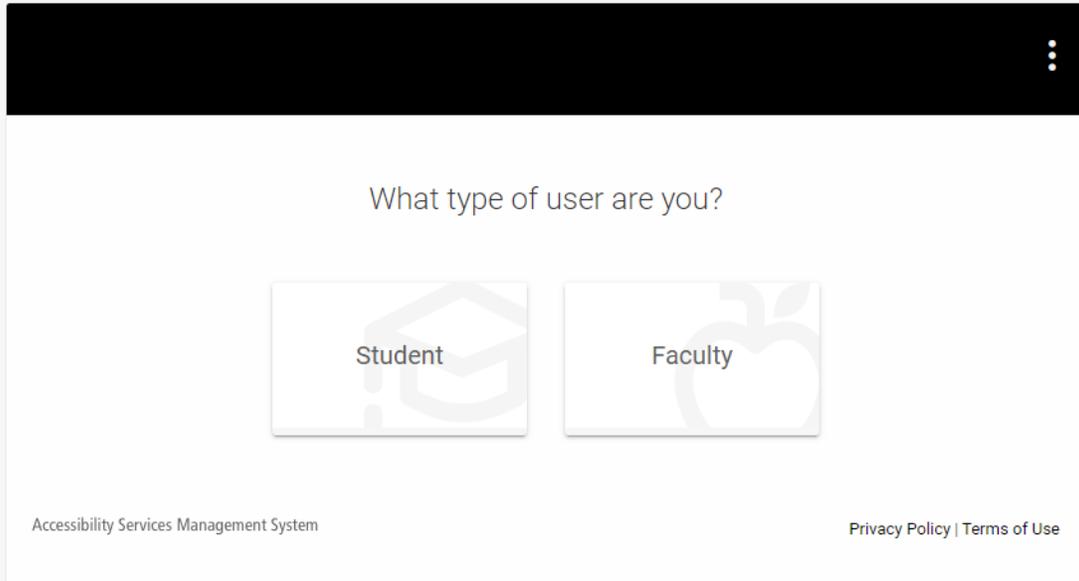


Accommodate Student Login:

1. To access Accommodate, go to <https://aum-accommodate.symlicity.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”.

Home

Accommodation

Appointment

Documents

Resources

Note-Taker Network

Surveys

Testing Room

Calendar

Profile

News Feed

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](#)

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

Home / Test Room Booking

Alternative Testing Rooms

Pending Booking Requests

Approved Booking Requests

No records found.

No records found.

New Booking Request

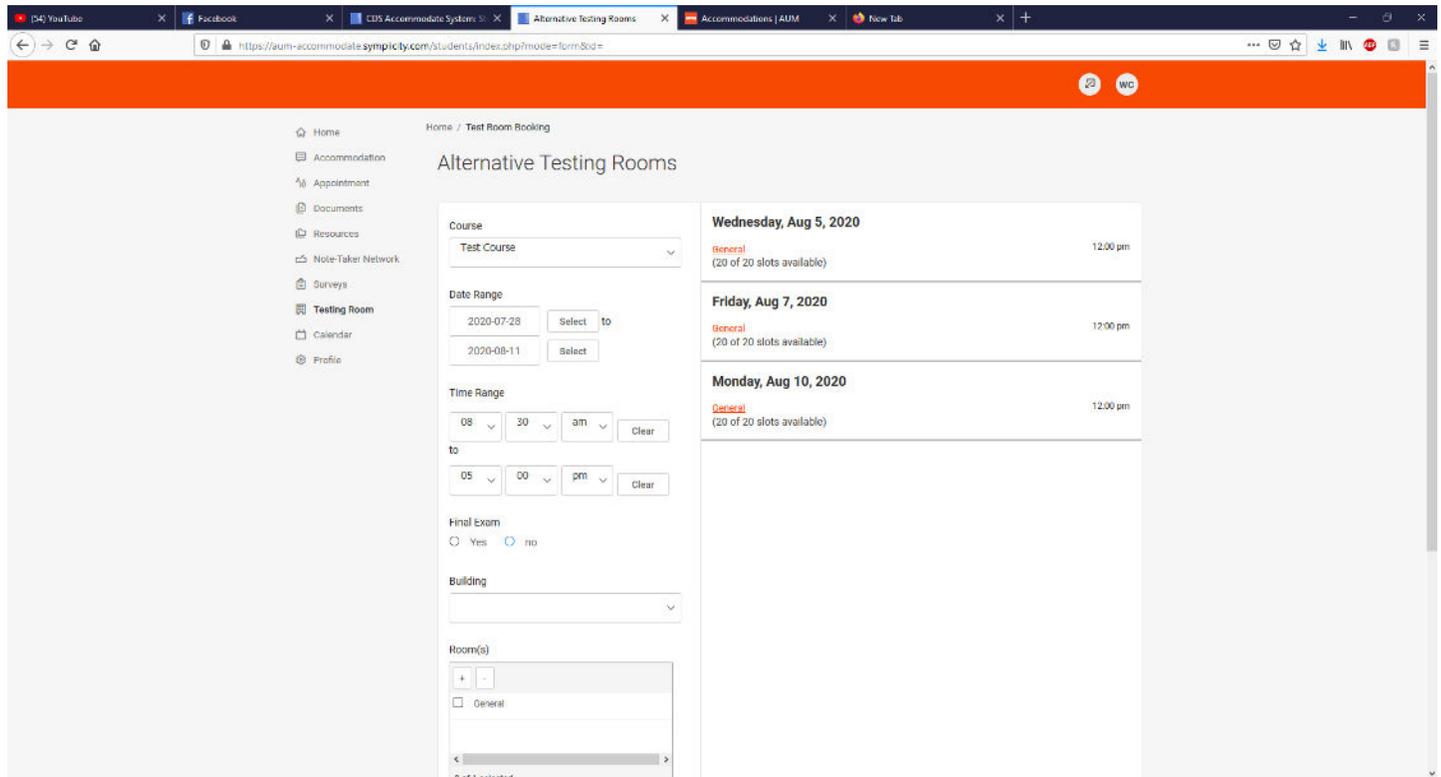
3) Under the course drop-down menu, select the course that has an upcoming exam.

The screenshot shows a sidebar on the left with navigation options: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room (highlighted), Calendar, and Profile. The main content area contains a 'Course' dropdown menu with 'Test Course' selected, highlighted by a red box. Below it are 'Date Range' and 'Time Range' filters. To the right of the interface, text reads 'Start by choosing an initial filter from the choices at left' with a hand-drawn arrow pointing left towards the sidebar.

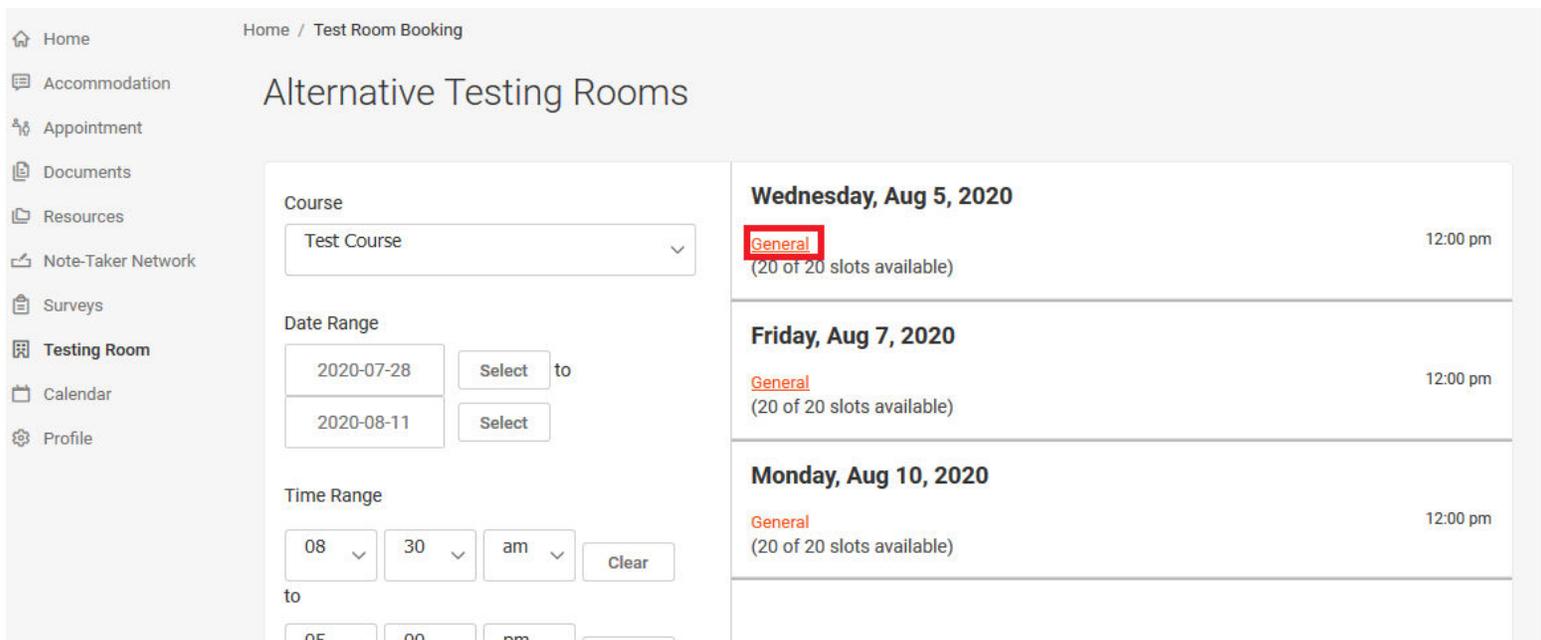
4) Scroll to the bottom of the menu and click “Check Availability”.

This screenshot shows the same interface as above, but scrolled down. The 'Time Range' filter is now at the top. Below it are 'Final Exam' (radio buttons for Yes/no), 'Building' (dropdown), and 'Room(s)' (checkbox for General, scrollable list, '0 of 1 selected'). At the bottom, the 'Check Availability' button is highlighted with a red box, and a 'Back To My Booked Rooms' button is visible below it.

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).

Confirm Exam Booking



* indicates a required field

Testing Room *

General

Course *

English Composition I (3339-ENGL1010)

Exam *

8. Click "Submit Request" when you are finished.

Confirm Exam Booking ✕

120

End Time
2:00 pm

Notes

⋮

Submit Request