

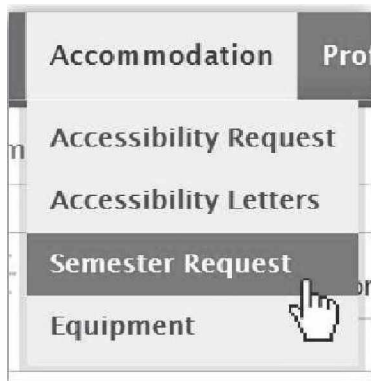
Request Semester Accommodations

Please note: Semester accommodation requests must be submitted for each semester.

1. Go to www.uvu.edu/accessibility
2. Under **Counselor Appointments** click **Login to UVU Accommodate**
3. Sign in to your Accommodate account

Once logged in:

4. Hover over the Accommodation tab at the top of the screen, then select Semester Request from the drop-down menu.



5. Click Request Accommodation button.



6. Select which semester you want to renew your accommodations for from the Semester drop-down list. Your corresponding course schedule will appear on the right side.

A dropdown menu with a white background and a thin grey border. The text 'Semester*' is displayed in a bold, dark grey font at the top left of the menu. Below the text is a large, empty rectangular area for the dropdown list. A small black downward-pointing triangle is located at the bottom right corner of the menu.

7. Click Review The Renewal button below your course schedule



8. By default, all courses will be checked for each approved accommodation. Review the approved accommodations and un-check the box next to any classes where the listed accommodation is not desired. For example, an accommodation for a recorder or smart pen during lectures would not be useful for an online class.

Courses

- Algebra for College Success
- Elements of Eff. Comm (CM IN)
- Intermediate Writing (EN)

9. If there is a listed accommodation that you do not wish to renew for any classes at this time, click the Remove Accommodation button. The accommodation will still be available to request later.

 X Remove Accommodation

10. When you have finished customizing your accommodation request click the Submit button at the bottom of the page.

 Submit ▶

You can view the status of your semester request by clicking on the Accommodation tab at the top of the page. When the semester request has been approved the red ✖ next to your request will turn into a green checkmark ✓ and a copy of your accommodation letter will be emailed to your instructors and to your Bruinmail account.

Please contact your **Accessibility Advisor** if you have questions about your accommodations or do not receive your emailed accommodation letter after your request has been approved.