



Accommodate



Student User Guide

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IMPORTANT: You MUST submit a Semester Request EVERY Semester to receive your accommodations for the semester (See Semester Request).

Accommodate

Introduction

Getting Started

To get started with the BSU Accommodate process:

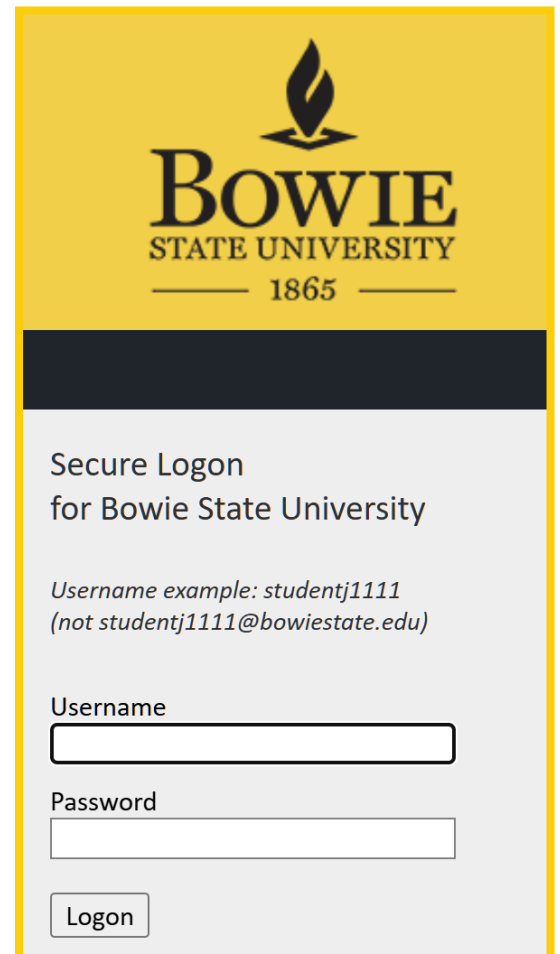
1. Register with with the DSS - If you have not registered with DSS, get started by completing the [Student Accommodation Request](#) form.

Login to BSU Accommodate

To access Accommodate, you will need a BSU login ex. **doej0911@students.bowiestate.edu**.

Accommodate Login

1. Click on the Accommodate Login link.
2. Enter your BSU (SSO)username and password.
3. Click on the Login button.



The screenshot shows the login interface for the BSU Accommodate system. At the top is the Bowie State University logo on a yellow background. Below this is a dark blue header bar. The main content area is light gray and contains the text "Secure Logon for Bowie State University". Below this, an example username is provided: "Username example: studentj1111 (not studentj1111@bowiestate.edu)". There are two input fields: "Username" and "Password". At the bottom is a "Logon" button.

BOWIE
STATE UNIVERSITY
1865

Secure Logon
for Bowie State University

*Username example: studentj1111
(not studentj1111@bowiestate.edu)*

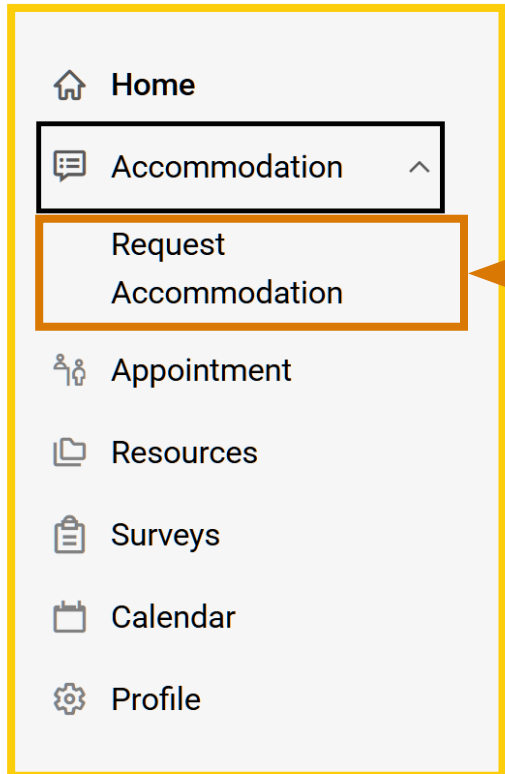
Username

Password

Logon

Accommodate

Accommodate Homepage



Once logged in through your student portal, the Accommodate Homepage displays. Accommodate provides a dashboard of information: your classes, your accommodations and more. It also allows you to make semester accommodation letter requests.

The left side navigation bar contains the following options for processing and reviewing your accommodations:

Accommodation

- Request Accommodation– Create a semester request for accommodations
 - Accommodation Letters – Accommodation letters for current and past courses
 - Appointment – Manage and review appointments

Accommodation Form – First Time Request for Accommodations

To register with the Disability Support Services , students need to complete the Student Accommodation Request form. You will be asked to provide the following information:

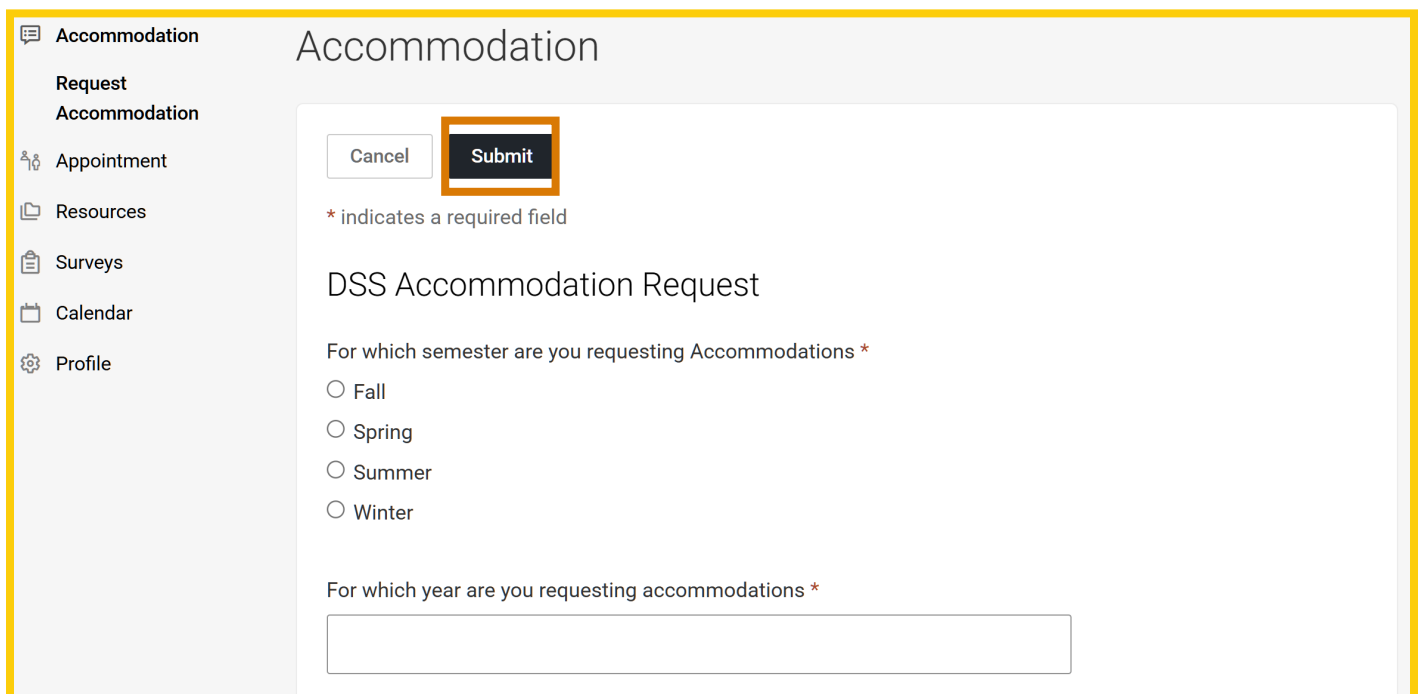
- General information (i.e., Name, Student ID, and Email)
- Disability
- Accommodation(s) that you are requesting

The information provided by you will create an accommodation record within Accommodate.

Accommodate Request Form Registration

After clicking the link, carefully enter your personal information.

All fields with an asterisk* are required to submit the form.



The screenshot shows the 'Accommodation' page in the Accommodate system. On the left is a sidebar menu with options: Accommodation, Request, Accommodation, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and contains a 'DSS Accommodation Request' form. At the top of the form are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by an orange box. Below the buttons, a note states '* indicates a required field'. The form includes a question 'For which semester are you requesting Accommodations *' with radio button options for Fall, Spring, Summer, and Winter. Below this is another question 'For which year are you requesting accommodations *' followed by a text input field.

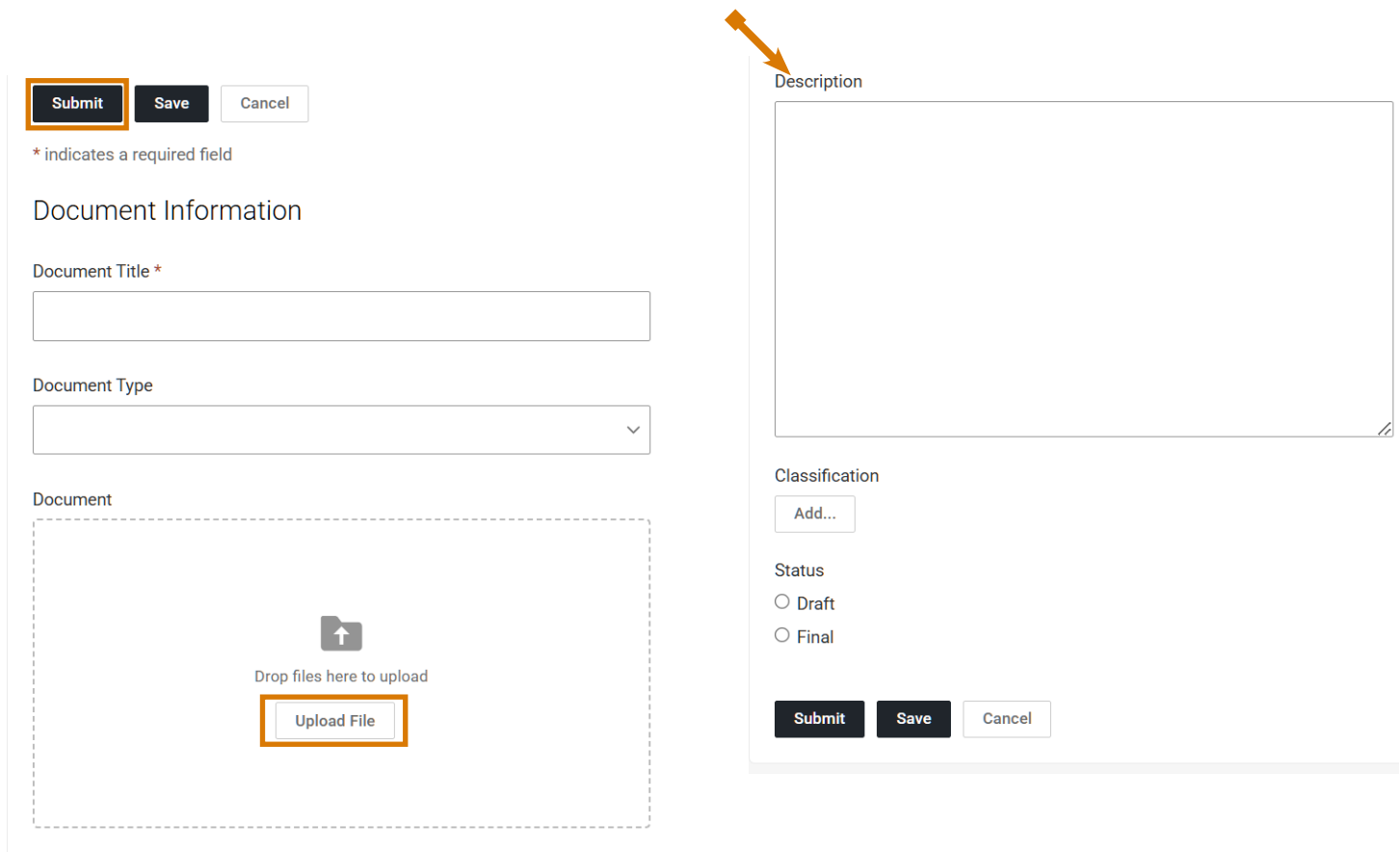
Accommodate

Upload Documentation

Submitting documentation is often a step in the accommodation request process. Documentation assists DSS staff in clarifying the connection between the disability and the environmental barrier for which accommodations are requested. Documentation is often needed to establish a qualifying disability and the need for reasonable accommodations and is generally provided by a qualified professional. If you are unsure what supporting documentation you should submit, consult with your DSS professional.

Upload Documentation

1. Navigate to the document window by clicking **Accommodation, Documents,** and the **Add New button**. Select Add New Student Document.
2. Create a document title. The title should reflect the characteristics of the document. You may select the **Document Type** from the drop-down list.
3. Click the **Upload** File button and follow the prompts to complete the file upload.
4. Enter a brief description about the document. This step is optional.
5. Click the **Submit** button.



Submit **Save** Cancel

* indicates a required field

Document Information

Document Title *

Document Type

Document

Drop files here to upload

Upload File

Description

Classification

Add...

Status

☐ Draft

☐ Final

Submit **Save** Cancel

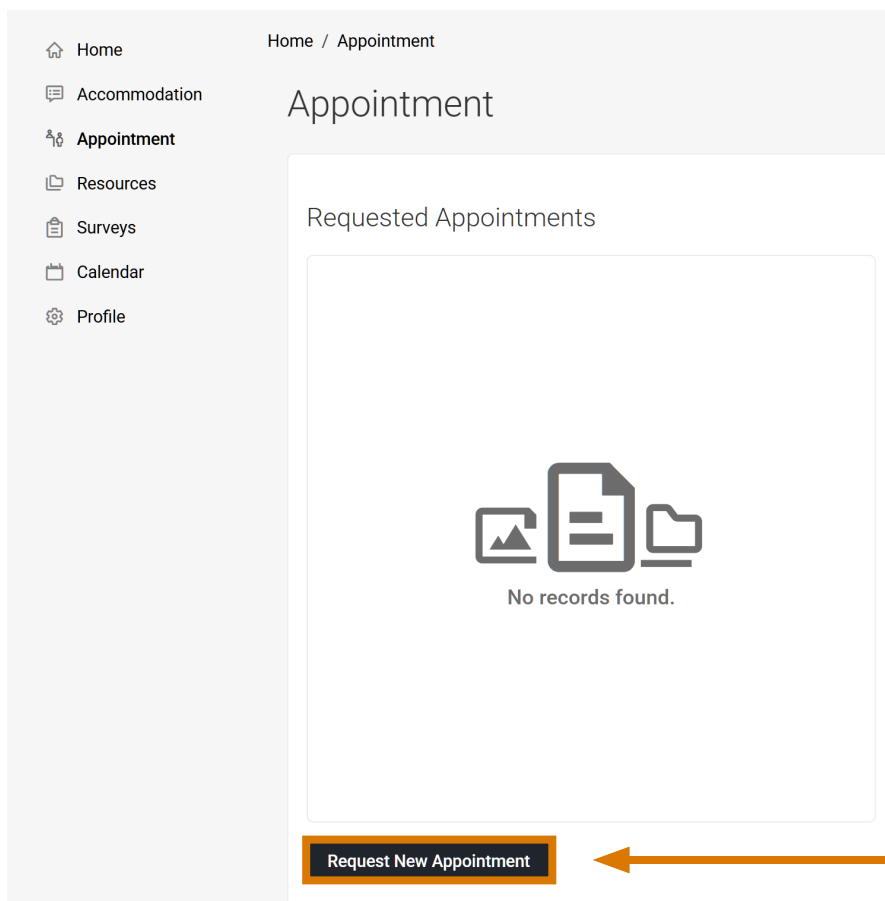
Schedule an Appointment

- Home
- Accommodation
- Appointment**
- Resources
- Surveys
- Calendar
- Profile

After registering, sign in to Accommodate to schedule an appointment with the DSS. DSS staff have their availability schedules on Accommodate so you can schedule your appointment at a time that works well for your schedule.

Schedule Appointments

1. Select **Appointment** on the left-hand side menu.
2. On the Appointment window, the appointments you requested and the appointments that are approved are displayed. Select **Request New Appointment**.



The screenshot shows the 'Appointment' page in the Accommodate system. The left-hand side menu is visible with 'Appointment' highlighted. The main content area is titled 'Appointment' and shows a section for 'Requested Appointments'. Below this section, there is a large box containing an icon representing a calendar and a document, with the text 'No records found.' below it. At the bottom of the page, there is a button labeled 'Request New Appointment'.

Accommodate

3, Click the **Choose** button to select the reason for the appointment. A pop-up window displays for selecting your reason. Click the **Done** button after selecting.

Home / Appointment

Appointment

Type

Choose...

Date Range

2026-06-09

2026-06-10

Choose

DONE

☐ Intake Appointment (60 min)

☐ Follow Up Appointment (30 min)

☐ General Appointment (30 min)

DONE

Accommodate

4. Click the **Check Availability** button to review all upcoming appointments. You may filter the appointments by entering details that match your availability. This is an optional step.

- Enter a specific staff member or select a specific day of the week. Then click **Check Availability** to view the times and day the staff is available.



 Home
  Accommodation
  **Appointment**
 Resources
  Surveys
  Calendar
  Profile

Home / Appointment

Appointment

Type

Choose...

Date Range

2026-06-09

2026-06-10

Time Range

07

30

AM

Clear

to

06

30

PM

Clear

Location

Counselor(s)

☐ DSS Staff Member

Days of the Week

☐ Sun
 ☒ Mon
 ☐ Tue

Check Availability

Back To My Appointments



Search criteria have changed - when you're ready, please click Check Availability to find updated times.

Accommodate

5. On the list at the right side, select the date/time range you would like to have your appointment and your meeting location preference (i.e., in-person or online). The **Confirm Appointment** window displays.

Appointment

Type

Intake Appointment (60 min)
Choose...

Date Range

2026-06-15
2026-06-19

Time Range

07 30 AM
Clear

to

10 30 AM
Clear

Location

Counselor(s)

☒ DSS Staff Member

Tuesday, Jun 16, 2026

DSS Staff Member
9:00 am
Disability Support Services Office (Room 079 or 092D) - 60 mins

DSS Staff Member
9:30 am
Disability Support Services Office (Room 079 or 092D) - 60 mins

DSS Staff Member
10:00 am
Disability Support Services Office (Room 079 or 092D) - 60 mins

DSS Staff Member
10:30 am
Disability Support Services Office (Room 079 or 092D) - 60 mins

Accommodate

6. Review the appointment information. If you have any additional notes, you want the DSS staff to read, type them into the textbox provided. After reviewing, select **Submit Request**. You will receive an email after you submit your request.

Confirm Appointment

* indicates a required field

Length *

60

Advisor *

DSS Staff Member

Date *

June 16, 2026

Location *

Disability Support Services Office (Room 079 or 092D)

Time *

9:00 am

Type *

Intake Appointment (60 min)

Please provide some information regarding what your appointment request is regarding *

Additional Notes

Submit Request

Accommodate

Semester Request (Renew Accommodation)

A semester request is how you activate your accommodations for your classes each semester. When you want to share your accommodations with your instructors, you need to create a Semester Request. Within the request you can either:

- **Submit for All Accommodations** - submits all accommodations to all classes
- **Review the Renewal** - customizes which accommodations are sent to each class

Once you have submitted the accommodation request, the Disability Services Service (DSS) will review the request and send your accommodation letters to instructors.

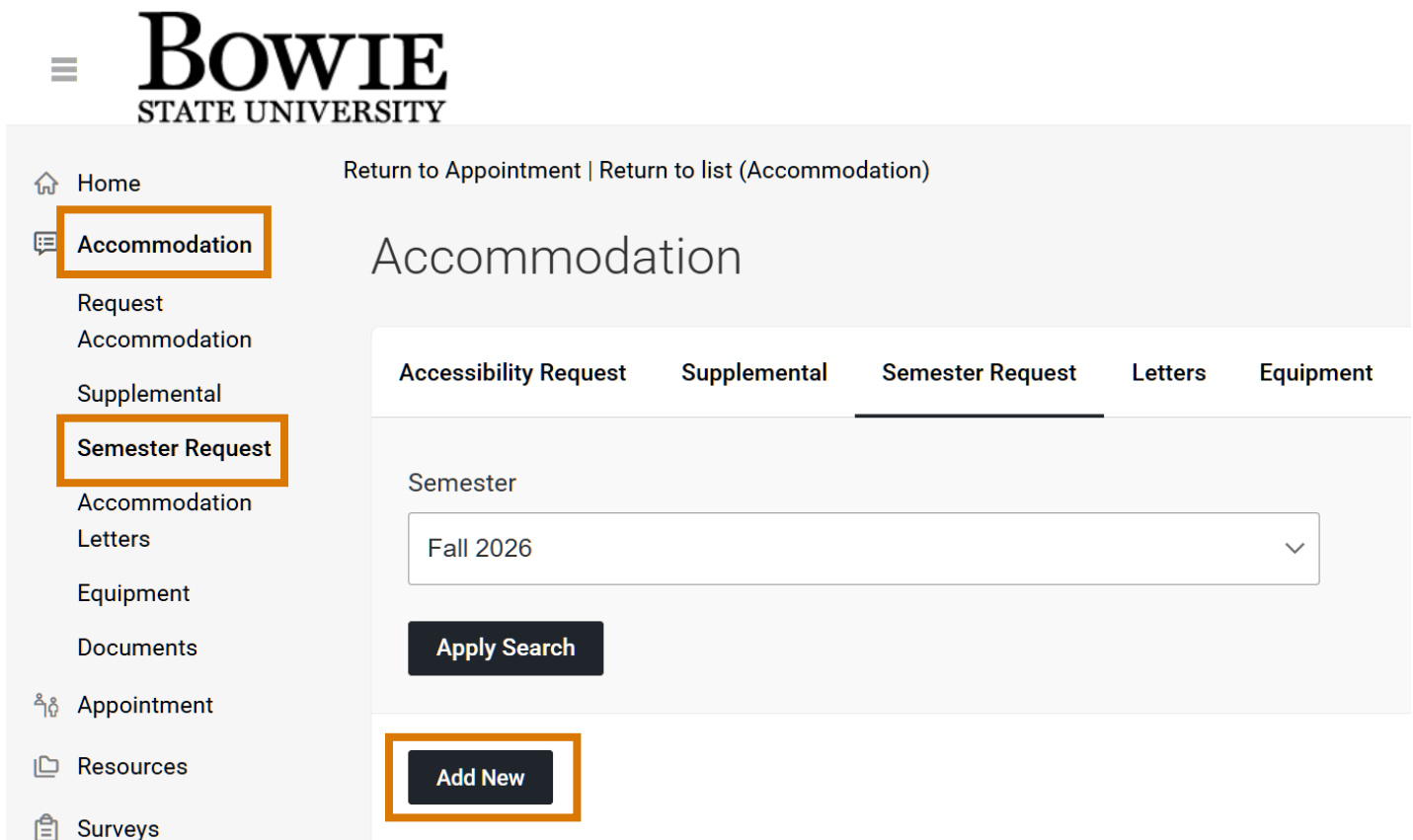
Instructors can then view your letters within their Accommodate portal.

Please remember, you must create a new Semester Request very semester.

Accommodate allows you to easily request our accommodation letters each semester.

Create a Semester Request

1. Navigate to semester request by clicking **Accommodation**, **Semester Request**, and the **Add New** button. Your approved accommodations display at the top of the window.



The screenshot shows the Accommodate portal interface. On the left is a navigation menu with the Bowie State University logo at the top. The menu items are: Home, Accommodation (highlighted with an orange box), Request, Accommodation, Supplemental, Semester Request (highlighted with an orange box), Accommodation, Letters, Equipment, Documents, Appointment, Resources, and Surveys. The main content area is titled 'Accommodation' and has a breadcrumb trail: 'Return to Appointment | Return to list (Accommodation)'. Below the title are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request' (which is selected and underlined), 'Letters', and 'Equipment'. Under the 'Semester Request' tab, there is a 'Semester' dropdown menu currently showing 'Fall 2026'. Below the dropdown is a dark button labeled 'Apply Search'. At the bottom left of the main content area, there is a dark button labeled 'Add New' which is highlighted with an orange box.

Accommodate

2. Using the drop-down arrow, select the semester for the accommodation request.

Semester

▼

3. Select either **Submit for All Accommodations** (submits all accommodations to all courses) or **Review the Renewal** (allows you to customize what accommodations are sent to classes).

[Return to Accommodation](#) | [Return to list \(Semester Request\)](#)

Accommodation

[Accessibility Request](#) [Supplemental](#) [Semester Request](#) [Letters](#) [Equipment](#) [Documents](#)



You have been approved for:

Other

Back

Semester

Fall 2026

▼

Submit For All Accommodations

Review The Renewal

Life And Health

HEED-102-013

Starts August 24, 2026

Ends December 08, 2026

4. An accommodation may be unchecked so as not to be included in the semester request. Scroll down to review the accommodation request for each class.

Accessibility Accommodation Request

What accommodations are you requesting? *

Accessibility Accommodation

Accommodation Type *

Other ✕

Choose...

Description

Semester *

Fall 2026

Courses

- ☒ Argument and Research (ENGL-102-002)
- ☒ Life And Health (HEED-102-013)
- ☒ Scope And Methods (GOVT-145-560)
- ☒ Us National Government (GOVT-231-560)
- ☒ Us State & Local Govt (GOVT-232-555)

Remove Accommodation

Request Additional Accommodation

Submit

Cancel

Accommodate

View Accommodation

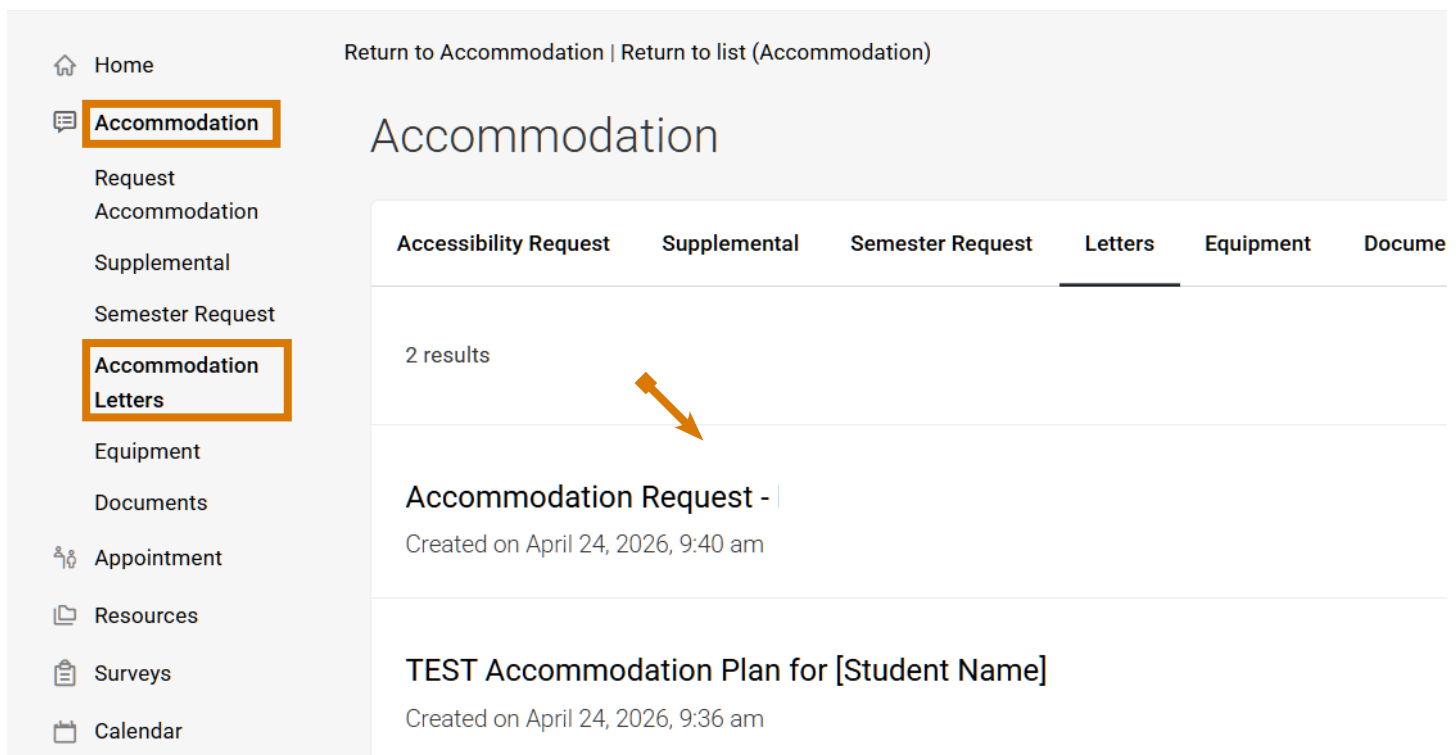
Accommodate allows you to easily view, print, and sign (optional) your accommodation letters each semester.

There are a few different types of letters that DSS might send through Accommodate. Letters are sent to document an official step in the accommodation process. Letters most commonly include:

- Accommodation Letter
- Accommodation Request Follow up letter
- Accommodation Letters for classes
- Supporting Documentation Letter

View and Sign Letters

1. Navigate to the accommodation letters window by clicking **Accommodation** and **Accommodation Letters** links.
2. Navigate to the document window by clicking the appropriate letter in the window.
3. Choose the letter you want to view or download.



The screenshot shows the Accommodate web application interface. On the left is a navigation menu with the following items: Home, Accommodation (highlighted with an orange box), Request Accommodation, Supplemental, Semester Request, Accommodation Letters (highlighted with an orange box), Equipment, Documents, Appointment, Resources, Surveys, and Calendar. The main content area is titled "Accommodation" and has a breadcrumb trail "Return to Accommodation | Return to list (Accommodation)". Below the title is a tabbed interface with tabs for Accessibility Request, Supplemental, Semester Request, Letters (selected), Equipment, and Documents. The Letters tab shows "2 results". An orange arrow points to the first result, "Accommodation Request - [Student Name]", which was created on April 24, 2026, at 9:40 am. The second result is "TEST Accommodation Plan for [Student Name]", created on April 24, 2026, at 9:36 am.

Accommodate

4. To download the letter, select the **Print Letter** or **Generate PDF** button.

- If you are signing a letter, scroll to the bottom of the letter, type your name, and click **Submit**. This is an optional step.

Home

Accommodation

- Request
- Accommodation
- Supplemental
- Semester Request
- Accommodation Letters
- Equipment
- Documents

Appointment

Resources

Surveys

Calendar

Profile

Return to Accommodation | Return to list (Letters)

Accessibility Letter sent at 2026-04-24 09:40:31

Accessibility Request

Supplemental

Semester Request

Letters

Equipment

Documents

Print Letter

Generate PDF

Cancel

Send Notification

Subject

Accommodation Request -

CC Address

dss@bowiestate.edu

Body

Dear Student,

Print Letter

Generate PDF

Cancel

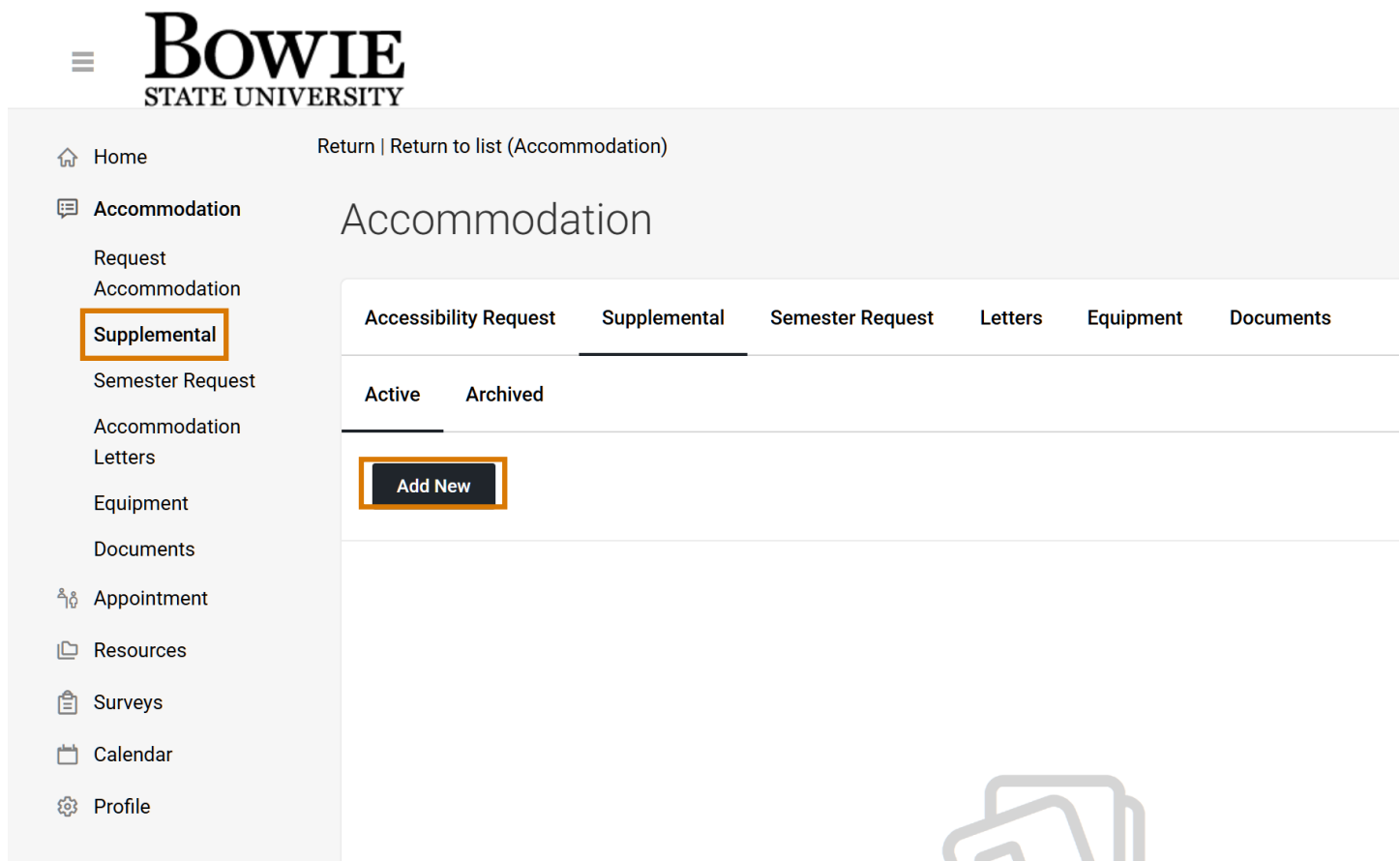
DSS Recorded Lecture Agreement

Procedure

A student with a qualifying disability must be registered with the DSS. The student must provide appropriate documentation to DSS pertaining to the disability. When appropriate accommodations have been discussed, agreed, and the accommodation includes recording a lecture, the student will sign this agreement. One copy of this agreement will be kept in the student's confidential file. Instructors may request a copy of this signed agreement to keep in his/her personal files.

Fill DSS Recorded Lecture Agreement

1. Navigate to the document window by clicking **Accommodation, Supplemental,** and the **Add New button**. Select Add New Student Document.
2. Carefully enter your personal information.



The screenshot shows the Bowie State University Accommodation system interface. On the left is a navigation menu with the following items: Home, Accommodation (with a sub-menu: Request, Accommodation, **Supplemental** (highlighted with an orange box), Semester Request, Accommodation Letters, Equipment, Documents), Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled "Accommodation" and includes a breadcrumb "Return | Return to list (Accommodation)". Below the title are tabs for "Accessibility Request", "Supplemental" (selected), "Semester Request", "Letters", "Equipment", and "Documents". Under the "Supplemental" tab, there are sub-tabs for "Active" and "Archived". A button labeled "Add New" (highlighted with an orange box) is visible in the "Active" sub-tab. A faint icon of a stack of papers is visible in the bottom right corner of the interface.

Accommodate

3. **Upload** any supporting documents.
4. Click **Submit** after completing the form.

Is this request related to a disability you already have on file with our office? *

☐ Yes ☐ No

Upload supporting document(s)



Drop files here to upload

Upload File

Submit

Save

Cancel

Accommodate Public Request Form – First Time Request for Services

To register with the Disability Support Services , students need to complete the Student Accommodation Request form. You will be asked to provide the following information:

- General information (i.e., Name, Student ID, and Email)
- Disability
- Accommodation(s) that you are requesting

The information provided by you will create an accommodation record within Accommodate.

Accommodate Request Form Registration

After clicking the link, carefully enter your personal information.

All fields with an asterisk are required to submit the form.



DSS Accommodation Request

* indicates a required field

Student Information

Please enter your information

Enter the semester you are requesting DSS Accommodations *

- ☐ Fall
- ☐ Spring
- ☐ Summer
- ☐ Winter

Enter the year you are requesting DSS accommodations *

First Name *