How to Request Your Accommodation Letters for the Semester

1. Log into Accommodate using your student email address and password: https://uml-accommodate.symphlicity.com/students/

2. Hover over the "Accommodation" tab and select "Semester Request"

3. This screen will show your accommodation letter requests from previous semesters. To request accommodations for this semester, click the "Add new" button.

Please note: Any additional notes on your original Letter of Accommodation will be automatically copied to your Semester Request letter unless you notify us. You can review these notes by clicking on the "Letters" tab above.

IMPORTANT: When requesting accommodations for the summer, only submit for classes that are currently in session. E.g. if you have a Summer Session II class, wait until July 8th to request.
4. Select the current semester from the drop down menu. Now you can choose between two options:
   a. "Submit for all Accommodations" button: will send all accommodations to all of your professors. This button completes the process.
   b. "Review The Renewal" button: allows you to select which accommodations you want to send to which faculty
5. If you selected to "Review the Renewal", you will see a box for each of your accommodations. For each accommodation, there will be a list of all of your courses. Use the check marks to select the courses that you want the accommodations to be sent to. If there is an accommodation that you don't want to send to any of your faculty this semester, click the "Remove Accommodation" button. When you are finished, click "Submit".

6. Your semester request has been sent to Disability Services for review. You will receive an email when it has been approved and sent to your professors. As always, it is important to discuss your accommodations with your faculty as soon as possible.