



AccessAbility Services

Adding Student Accommodation Letters to Accommodate

1. Go to: [Accommodate Portal \(https://wcsu-accommodate.symplicity.com/faculty\)](https://wcsu-accommodate.symplicity.com/faculty)
2. Enter user name (i.e., morele) and email password

The screenshot shows the sign-in page for the Accommodate Portal. At the top left is the Western Connecticut State University logo. Below it, the text "Sign in" and "Log In" are displayed. A prompt says "Please enter your username and password." There are two input fields: "Username (your)" and "Password". A blue "Sign In" button is at the bottom.

3. On your Home page, look under “Letters to Review” and select the course mentioned in the email you received.

The screenshot shows the "Letters to Review" section. It has a title "Letters to Review" and a list item: "> Testing Course 123" with "1 New Letter" to its right.

4. Letters to review will show up under the course. Select “Review”.

The screenshot shows the "Letters to Review" section for "Testing Course 123". It has a title "Letters to Review" and a list item: "Testing Course 123" with a dropdown arrow and "1 New Letter" to its right. Below the list item, there is a letter entry for "Emma Sample" with the text "Sent on December 4, 2025 11:37 PM" and "Electronic Accommodation Letter". A blue "Review" button is to the right of the letter entry.

5. This will open the student's electronic accommodation letter. Scroll to the bottom and type your name and select "Save".

Recipient Signature

Please electronically sign below.

Your Signature *

This signature is not an acknowledgement that you received this accommodation letter. This signature is to add the students' accommodation letter to your Accommodate portal.

Save Print Letter Generate PDF Cancel

6. This will add the student's letter to your Accommodate portal under "Accommodation Letters"

Electronic Accommodation Letter **SIGNED**

A00434-2015/Emma Sample
Summer Exam Prep ()
Sent on August 13, 2020, 8:14 am