1. Go to: Accommodate Portal (https://wcsu-accommodate.symplicity.com/faculty)
2. Enter user name (i.e., morele) and email password
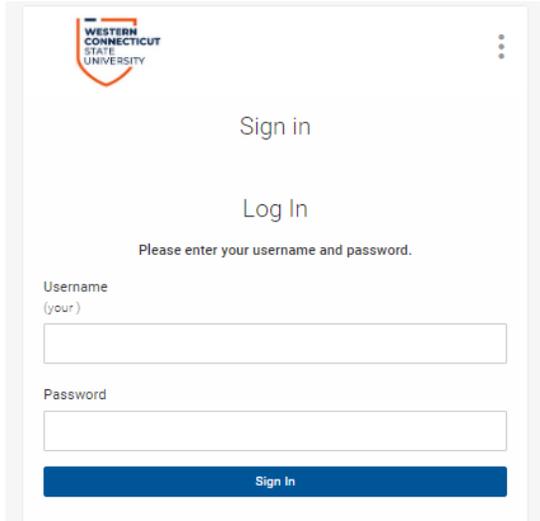
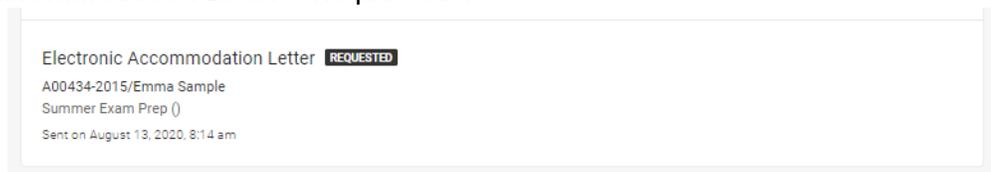3. Click "Accommodation Letters" tab from the left navigation menu. If you do not see a menu, look at the top of the screen and click the three lines to view the menu.
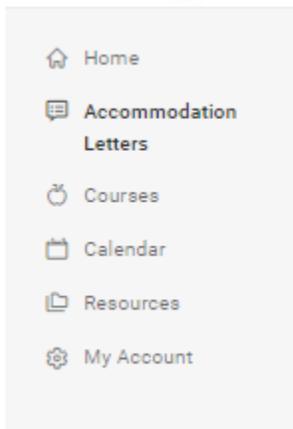
4. To add a student accommodation letter to your Accommodate profile, click "Electronic Accommodation Letter – Requested".

5. This will open the student's electronic accommodation letter that was sent to your WCSU email account. To have the letter added to your Accommodate site so that you can view all the students you have in your classes and their accommodations, scroll all the way 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