The Student Accessibility Centre (Halifax) and Student Success Centre (Truro) have implemented a new accommodation management platform called Accommodate. Your Accommodate portal will house important information about your students’ accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

Log-in to Accommodate with your NetId (e.g. JD123456) here: [https://dal-accommodate.symplicity.com](https://dal-accommodate.symplicity.com) and select “Faculty”
After you log-in you will arrive in the “Home” section. Important announcements will be listed in your “News Feed”. Accessibility Mode can be activated by clicking on your initials in the top right corner.
To view a student’s accommodation letter, select “Accommodation Letters” then the letter that you wish to view. You will be prompted for a signature for all new student notifications. Your signature acknowledges receipt of the letter.

*Please note: names in this document are used as test subjects and are not Dalhousie students or Dalhousie faculty.
If your signature is requested, “Requested” will appear in a black rectangle next to the letter. Once a letter is signed, the text will indicate “Signed.”
Once the letter is open, while you have the option to print or generate a PDF of the accommodation notice, we do not recommend printing the letter unless there is a records management process in place to safely store and dispose of this confidential information.

In this example, the letter has been signed (see next page). Each letter includes the student’s approved accommodations and other relevant details on how to implement the accommodation (e.g., confirming exam details, guide for deadline extensions).
In this example, the letter has been signed.
This screenshot shows the top part of a letter for a student where the faculty signature is outstanding (reference 1 of 2) – see next page.
This screenshot shows the bottom part of a letter for a student where the faculty signature is outstanding (reference 2 of 2). If your signature is “Requested”, complete the form as directed then “Save”.

Please electronically sign below:

Your Signature *

Save  Print Letter  Generate PDF  Cancel
To view a list of students with accommodations enrolled in a course, select “Courses.”
Teaching more than one course? After selecting “Courses”, you will be presented with a list. You can also filter by “Semester”. Select the course you wish to view.
Once you select the course you wish to view, you will have access to your “Enrolled Students” and “Exam” information.
To view enrolled students with accommodations, select “Enrolled Students” and then “More Filters.” Select “Yes” “Under Approved Accommodations for this Course” to view only those students who are approved for accommodations in this course.
This concludes the general overview of Accommodate. To view resources uploaded by the Student Accessibility Centre (Halifax) or the Student Success Centre (Truro), select “Resources”. If you have recommendations for resources to include, let us know!