Accommodate Student User Instructions - Intake

Dalhousie University

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 accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal. This document outlines how to make a first request for accommodation, and how to make subsequent requests for accommodation.

Log-in to Accommodate here: https://dal-accommodate.symplicity.com/ and select “Student”
After you log-in you will arrive in the “Home” section. Important “Announcements” will be listed here. Accessibility Mode can be activated by clicking on your initials in the top right corner.
To submit your first request for accommodation, using the tool bar on the left, select “Accommodation” > “Accessibility Request”. Complete the form in its entirety.

*Please note: any names you see in this document are used as a test subject and are not Dalhousie students.*
To upload a document, using the tool bar on the left, select “Accommodation” > “Documents” > “Add New” > “Add New Student Document” and follow the prompts. Documents can include the Centre’s [Disability Assessment Form](#), a psycho-educational assessment, or a letter from your healthcare practitioner as examples.
If you are already in the Accommodate system, to renew your accommodations, using the tool bar on the left, select “Accommodation” > “Accommodation Renewal” > “Choose the Semester (Term)” > “Add New” and follow the prompts.
Once approved, you will be able to view your accommodation letters. Using the tool bar on the left, select “Accommodation” > “Accessibility Letters”.

When the letter is open, you have the option to print or generate a PDF of the accommodation letter. To return to the full list of letters, select “Return to List (Accommodation Letter)”.
To view your original accessibility request, using the tool bar on the left, select “Accommodation” > “Accessibility Request”
To request a change to your accommodations, using the tool bar on the left, select “Accommodation” > “Request Changes”. Fill out the text box and submit. If you have additional documentation to add, under the “Upload document (s)” section > “Add Item”