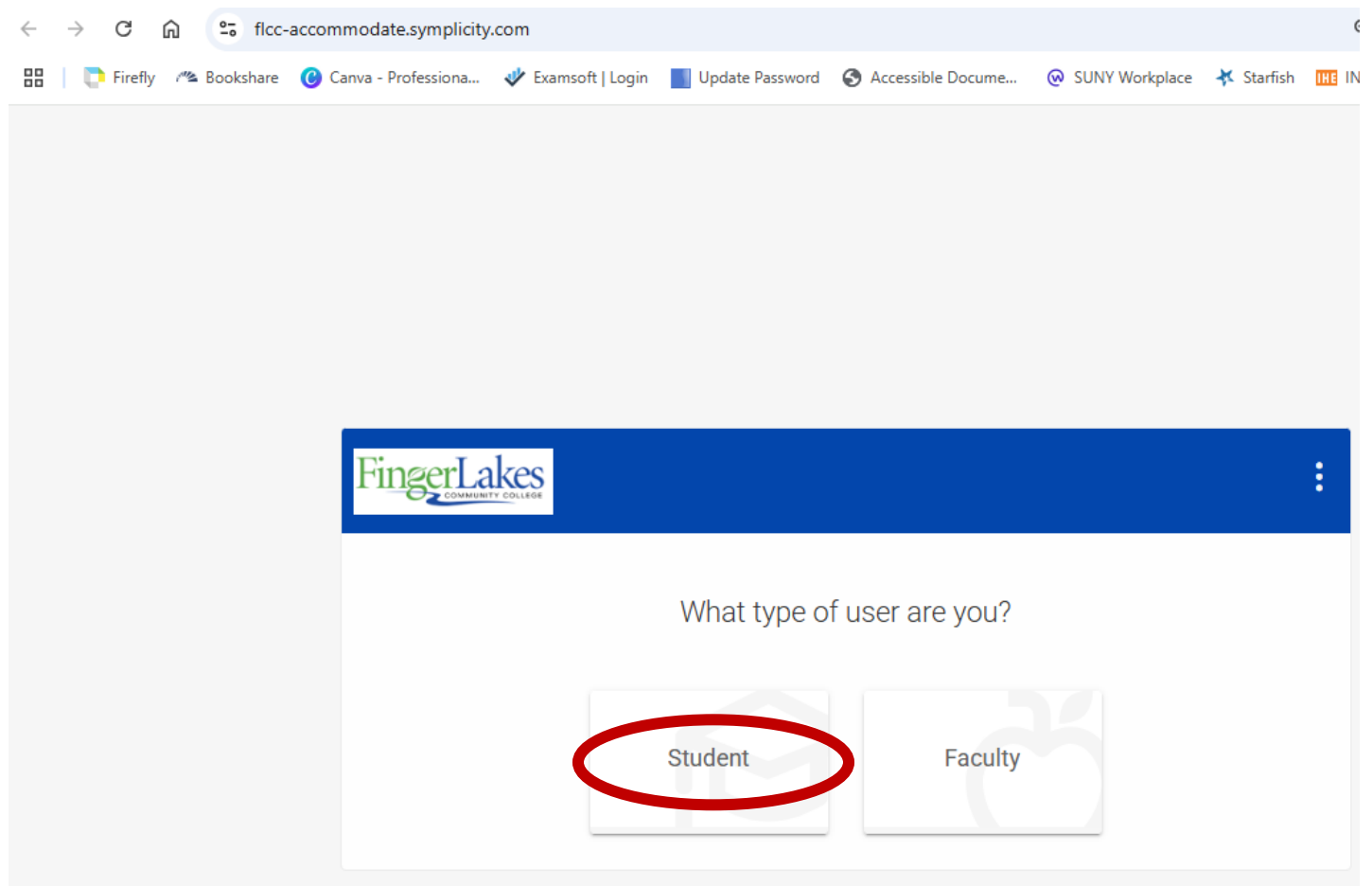


New Student Instructions:

Sign into Accommodate using your MyFLCC log in information. Select Student.



Click on the Accommodation tab on the left-hand side of your screen. Select Student Disclosure Form. Fill out the form to the best of your ability and submit.



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Semester Requests

Letters

In the left menu, select Accommodations > Accommodation Letters.

Appointments

In the left menu, select Appointments > Follow the instructions on the screen to book an appointment.

Semester Requests

It is your responsibility to submit a Semester Request for each semester that you are using your accommodations.

Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester.

To submit a semester request: Select Accommodation > Select Semester Request > select add new > select the semester > select submit for all OR select review to select which courses you want to utilize accommodations

Once a semester request is submitted, a copy of your letter will be sent to your faculty to review via Accommodate.

Please note: if you add a new class after submitting a semester request, you will need to submit a new request in order for letters to be sent to your new faculty.

Click on Accommodation tab and select upload documentation. Documentation can be added by selecting the “add new” button. Documentation can come in the form of an IEP, 504 plan, psychological evaluation, documentation from another college, or a clinical letter/summary from a licensed medical professional (whom you are currently a patient of) which clearly states the diagnosis/disability (or temporary injury). Please put the type of documentation as the Document Title. If you have more than one type of documentation, please upload them separately and title them accordingly. If you do not have a digital copy of your documentation, please feel free to fax it to 585-785-1780 and I will upload it on the back end (NOTE – this may delay the process a bit).

To make an appointment with me, select the Appointment tab and select “Request New Appointment”. You can then narrow down the date range and times you are available. If you have any trouble with this, please email me at melissa.soules@flcc.edu.