



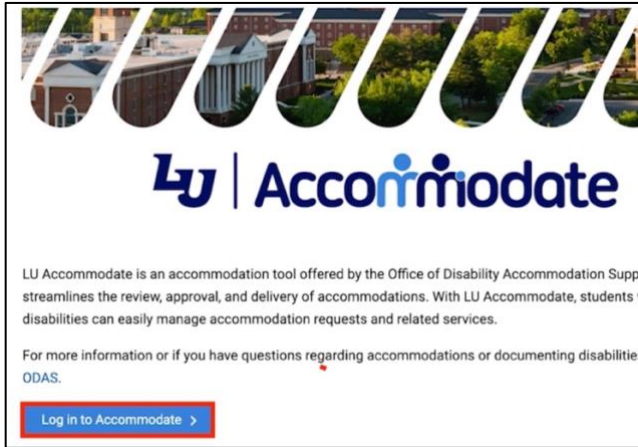
## LU ACCOMMODATE - ACCOMMODATION LETTER

**LU Accommodate** is used by students with documented disabilities and helps manage their accommodation requests and related services with ease. This training document will demonstrate using the **LU Accommodate** application to access and view **Accommodation Letters**.

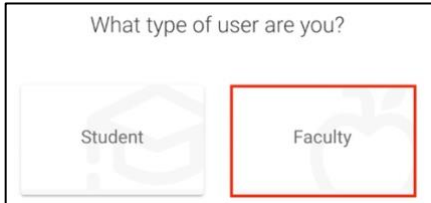
When an **Accommodation Letter** is submitted by one of your students, you will receive a notification by email. You will then need to go into **LU Accommodate** and submit your required signature.

## LU ACCOMMODATE ACCESS

1. To access **LU Accommodate**, navigate to [Liberty.edu/LUAccommodate](http://Liberty.edu/LUAccommodate). Click the blue **Log in to Accommodate** button.



2. Select **Faculty**.



3. Log in with your **Liberty Email** and click **Next**. Then, enter your **Liberty Password** and click **Sign in**.

LIBERTY UNIVERSITY

### Sign in

sparkyeagle@liberty.edu

Can't access your account?

Back Next

LIBERTY UNIVERSITY

← sparkyeagle@liberty.edu

### Enter password

.....

Forgot my password

Sign in

4. Once logged in, click on **Accommodation Letters**.

LIBERTY UNIVERSITY

- Home
- Accommodation Letters
- Courses
- My Account

### Getting Started

- ✓ Account Created
- Personal Profile

### News Feed

Welcome to Accommodate!  
Please select "Accommodation Letters" on the left navigation

## ACCOMMODATION LETTERS

5. To search for a student's letter, enter the student's name in the search bar at the top of the page and click **Apply Search**.

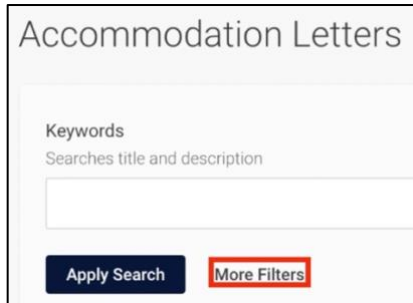
### Accommodation Letters

Keywords  
Searches title and description

clark londone

Apply Search More Filters

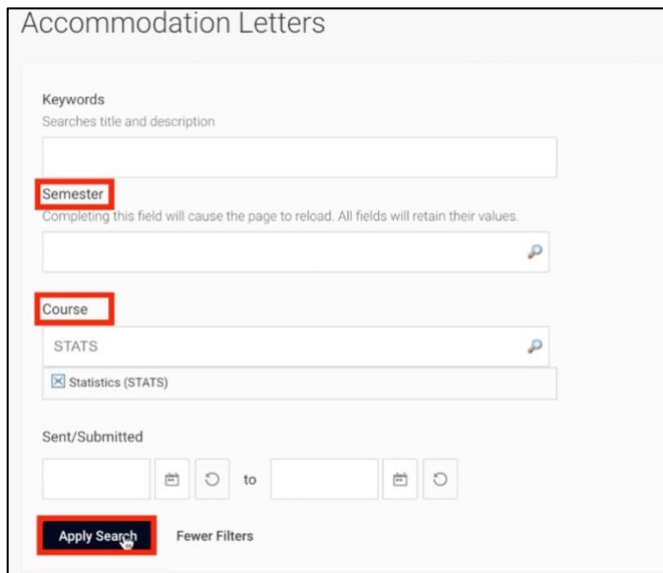
6. You can also use the **More Filters** button to filter letters by **Course** or **Semester**. Once you have applied the desired parameters, click **Apply Search**.



Accommodation Letters

Keywords  
Searches title and description

Apply Search More Filters



Accommodation Letters

Keywords  
Searches title and description

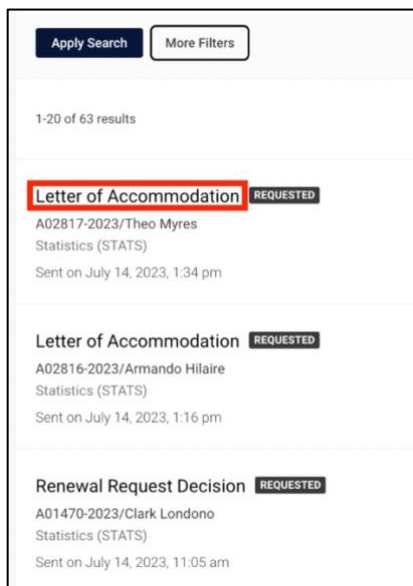
Semester  
Completing this field will cause the page to reload. All fields will retain their values.

Course  
STATS  
 Statistics (STATS)

Sent/Submitted

Apply Search Fewer Filters

7. To open an accommodation letter, click on the title.



Apply Search More Filters

1-20 of 63 results

Letter of Accommodation **REQUESTED**  
A02817-2023/Theo Myres  
Statistics (STATS)  
Sent on July 14, 2023, 1:34 pm

Letter of Accommodation **REQUESTED**  
A02816-2023/Armando Hilaire  
Statistics (STATS)  
Sent on July 14, 2023, 1:16 pm

Renewal Request Decision **REQUESTED**  
A01470-2023/Clark Londono  
Statistics (STATS)  
Sent on July 14, 2023, 11:05 am

8. The letter will display all student accommodations with detailed descriptions.

Letter of Accommodation

Dear Theo,

Thank you for submitting your request with the Office of Disability Accommodation Support. Your accommodation request has been processed.

**Residential/Testing/Testing Center, 50% (time and a half) extended test time**

The student will need to take all tests and exams in the Testing Center (DeMoss Hall 1036) with 50% extended test time. If the test is administered online, please be sure that the student is given 50% extended time. In Canvas: Click on Quizzes in the Course Menu, and then click on the Quiz for which you need to add an accommodation. Next, look to the right side of the screen and click on Moderate This Quiz. Click on pencil icon of accommodated student (right side of screen). Look at the Extra Time on Every Attempt area for the existing time limit, and input the additional time needed (in minutes) into the box to the right, and then click Save. After the student has completed the quiz or test, access Grades from the Course Menu, click on the cell representing student submission, and click on the icon that appears as an arrow in small box pointing to the right, then click on SpeedGrader. Look to the top left of the screen for how much time was taken during the student's attempt of the quiz or test. Adjust grade accordingly.

Fall 2023 (test)  
Statistics (STATS)

**Residential/Classroom/Extended time to turn in assignments**

Because of the impairment, there may be times when the student is not able to turn in assignments on time. I am requesting that you grant extra time for these assignments as a reasonable accommodation for the disability, if the student follows the requirements listed below. 1. The student must request additional time to complete an assignment prior to the assignment deadline. 2. The student must request additional time for EACH assignment when additional time is needed as a result of the disability. 3. As a professor, you must work with the student to create a new deadline for the assignment and inform the student of the new due date (typically 24-48 hours for shorter

9. The date the letter was sent will also be displayed at the bottom.

**Sent/Submitted**  
July 14, 2023, 1:34 pm

**Recipient Signature**

Please electronically sign below.

Your Signature \*

10. After reviewing the letter, scroll to the bottom and type in your electronic signature. **Your signature is required and serves as an acknowledgment of your responsibility to implement the approved accommodations.**

Recipient Signature

Please electronically sign below.

Your Signature \*

11. To print the letter, click **Print Letter**. To convert it to a PDF, click **Generate PDF**.

Recipient Signature

Please electronically sign below.

Your Signature \*

Recipient Signature

Please electronically sign below.

Your Signature \*

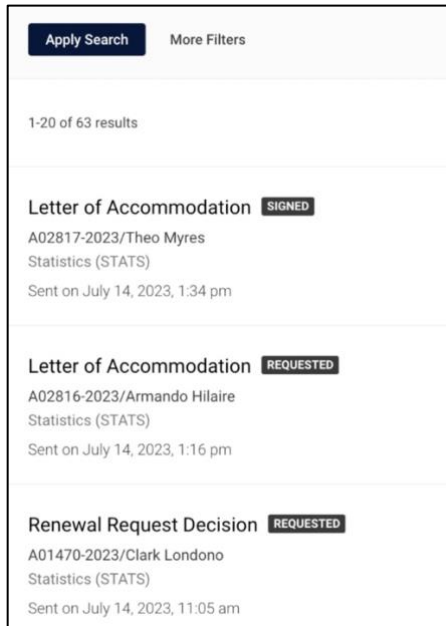
12. Once you have signed the document, click **Save**.

Recipient Signature

Please electronically sign below.

Your Signature \*

13. You will then be brought back to the list of accommodation letters that still require your signed acknowledgment.



The screenshot shows a search results interface. At the top, there are two buttons: "Apply Search" and "More Filters". Below this, it indicates "1-20 of 63 results". The results are listed in three items:

- Letter of Accommodation** (SIGNED)  
A02817-2023/Theo Myres  
Statistics (STATS)  
Sent on July 14, 2023, 1:34 pm
- Letter of Accommodation** (REQUESTED)  
A02816-2023/Armando Hilaire  
Statistics (STATS)  
Sent on July 14, 2023, 1:16 pm
- Renewal Request Decision** (REQUESTED)  
A01470-2023/Clark Londono  
Statistics (STATS)  
Sent on July 14, 2023, 11:05 am

14. If you would like to exit the letter without saving, click **Cancel**.



The screenshot shows a "Recipient Signature" form. It contains the following elements:

- The title "Recipient Signature".
- A light gray box containing the text "Please electronically sign below."
- A label "Your Signature \*" above a text input field.
- At the bottom, there are four buttons: "Save", "Print Letter", "Generate PDF", and "Cancel". The "Cancel" button is highlighted with a red border.

## Need Assistance?

To learn more about **LU Accommodate**, please visit [Liberty.edu/LUAccommodate](https://liberty.edu/LUAccommodate).