## LU Accommodate - Faculty Overview

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 the **LU Accommodate** application for Faculty use.

LU Accommodate Access

1. To access **LU Accommodate**, navigate to **Liberty.edu/LUAccommodate**. Click the blue **Log in to Accommodate** button.
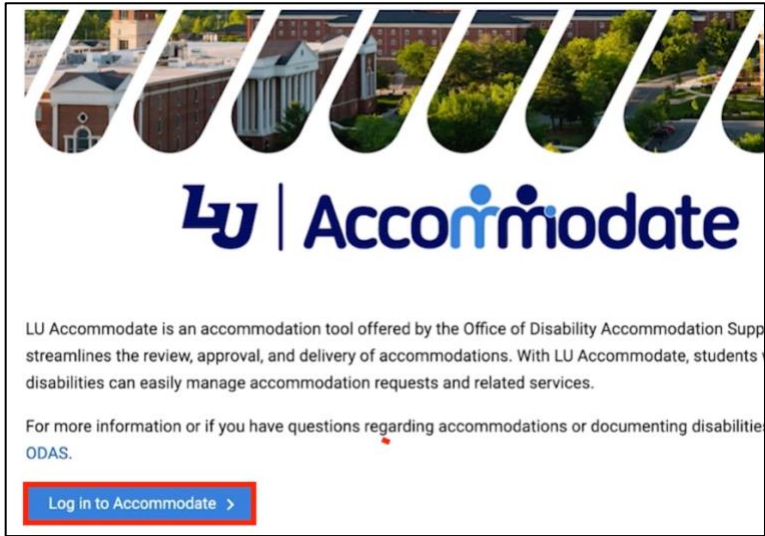
2. Select **Faculty**.

What type of user are you?

Student | 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, the **Home** page will open.

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 to review or sign your letters.
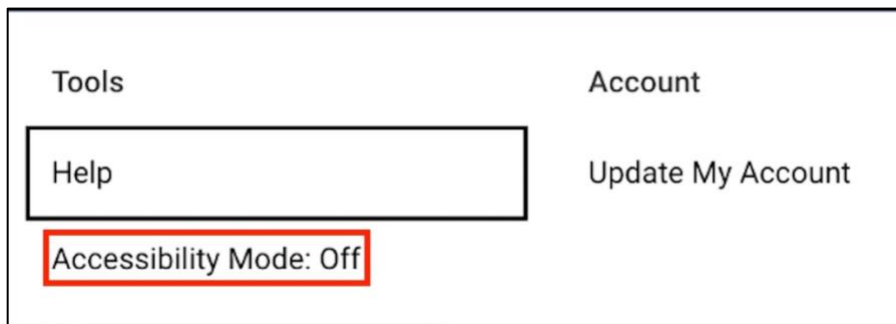
TOP MENU OPTIONS

5. At the top right-hand corner of the screen, you will find your profile. Click the profile icon to access **Tools** and **Account** information.
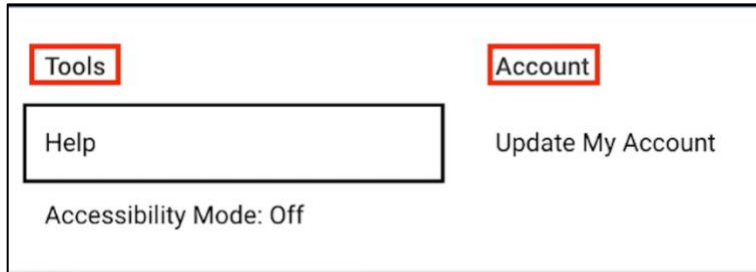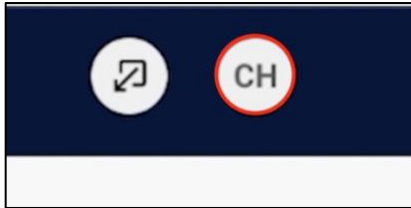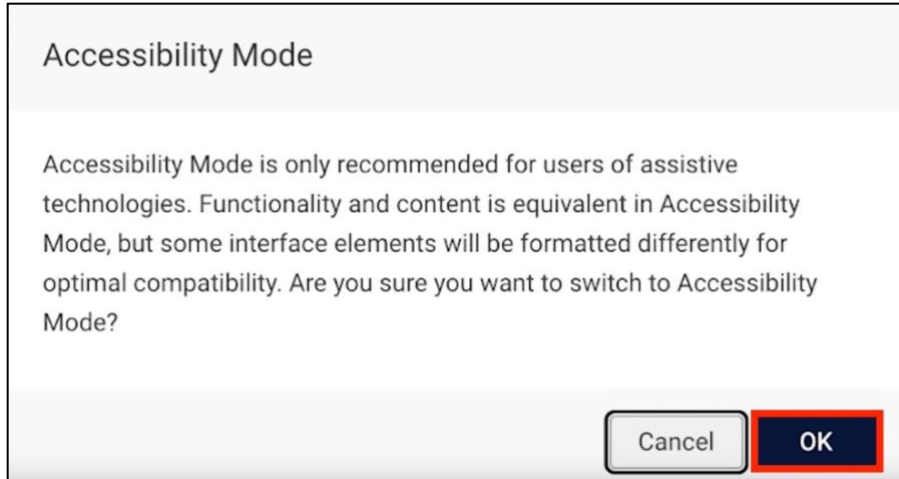

6. Click **Help** to view answers to commonly asked questions.

7. If you are using assistive technology like a text reader or speech input software, click **Accessibility Mode**, then click **Ok**.

Accessibility Mode

Accessibility Mode is only recommended for users of assistive technologies. Functionality and content is equivalent in Accessibility Mode, but some interface elements will be formatted differently for optimal compatibility. Are you sure you want to switch to Accessibility Mode?
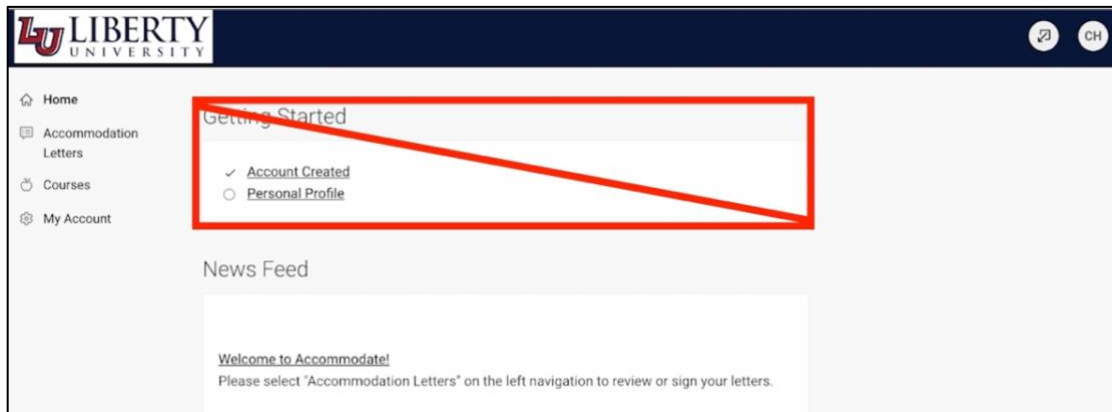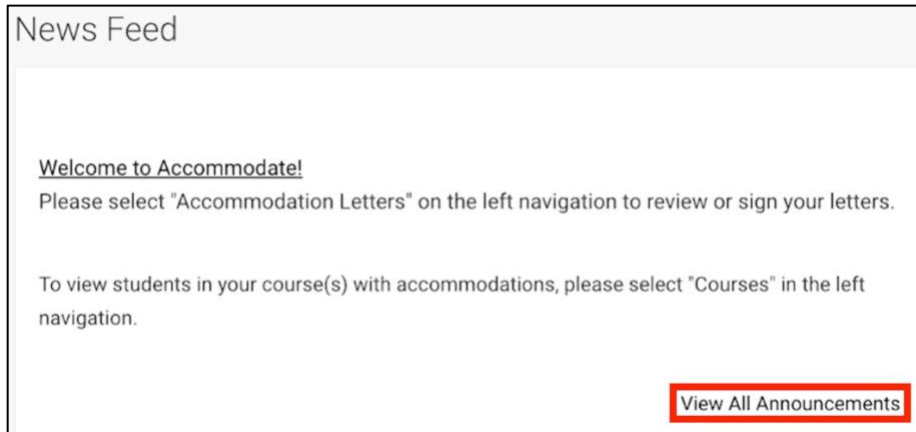
Cancel   OK

HOME SCREEN

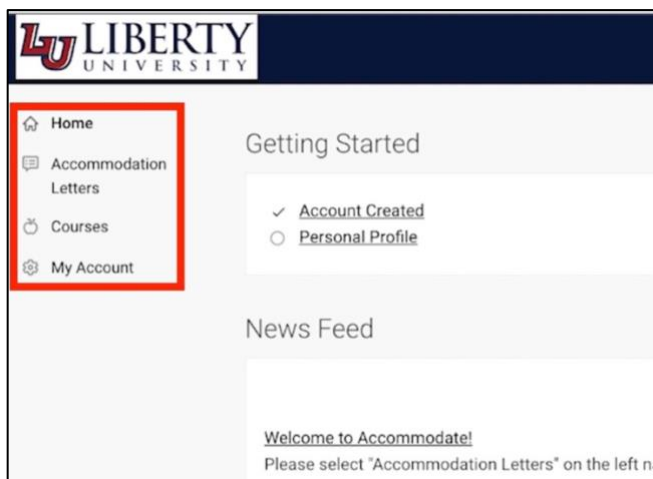8. The Home screen will display the **Getting Started** and **News Feed** sections.
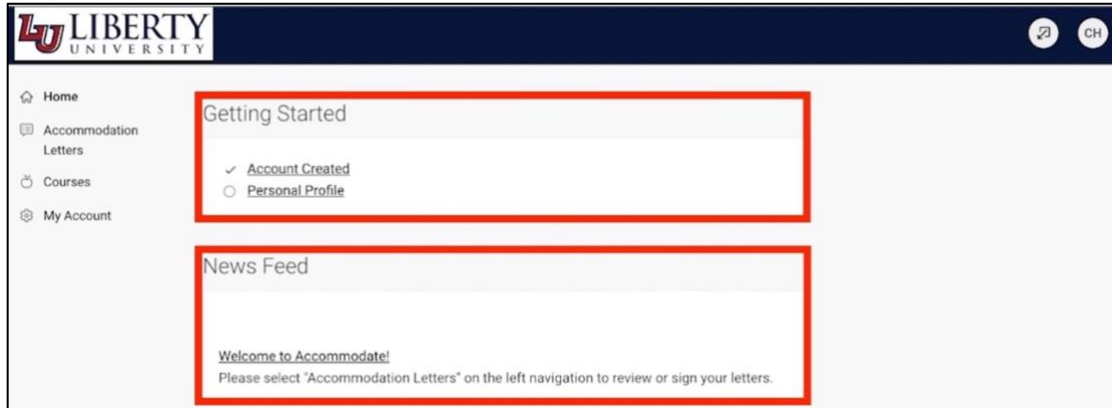
9. Since your account is set up by Liberty University, you will not use the **Getting Started** section.
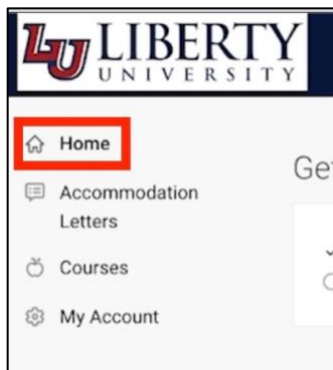
10. The **News Feed** will display announcements. To view all announcements that have been posted, click **View All Announcements**.
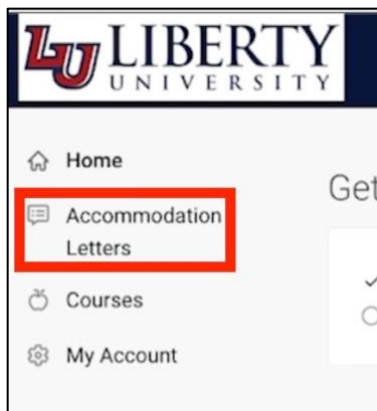

11. On the left side of the application is the **navigation menu**.

12. Click **Home** to navigate to the home page.

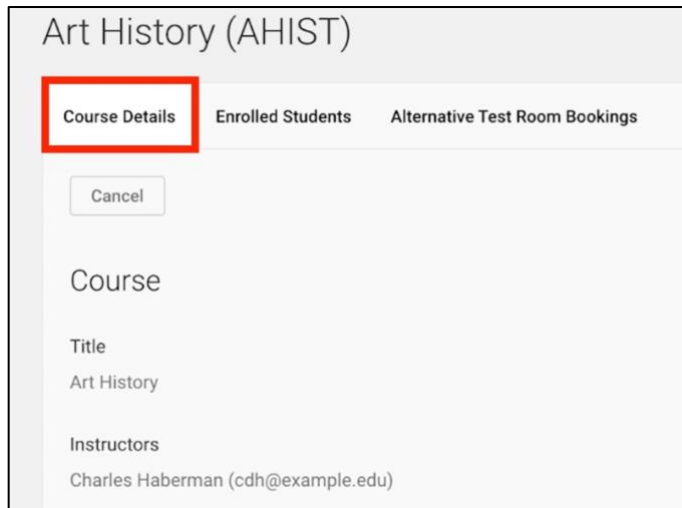13. Click **Accommodation Letters** to access your students' approved accommodations.*****

Faculty must review the accommodations and agree to adhere to them by providing their electronic signature. To learn more about Faculty responsibilities, please watch the Accommodation Letters video.(Will be linked once document is approved for customer use)

14. The **Courses** page displays all your courses. Click on a course to view information on that course.
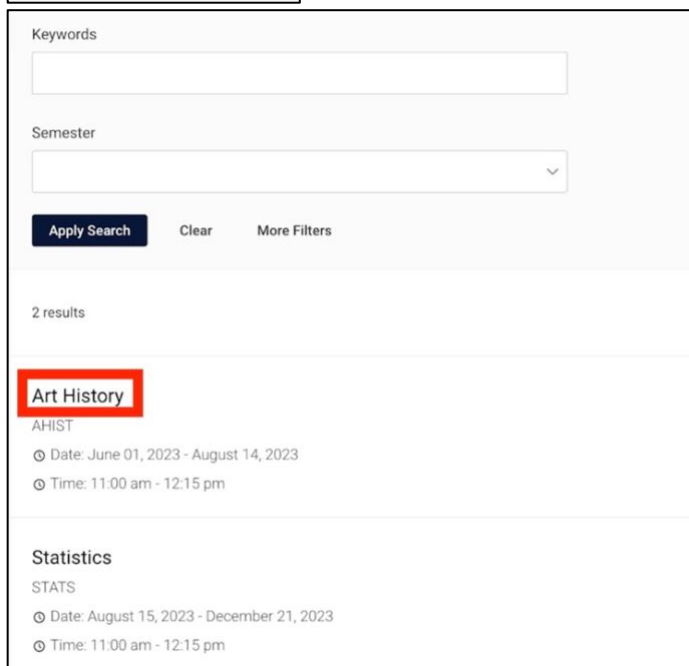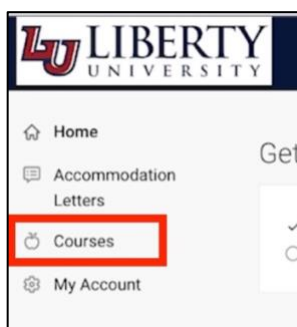
15. The **Course Details** tab shows all relevant course information, including categories like **Days**, **Start Date,** and **Start Time**.

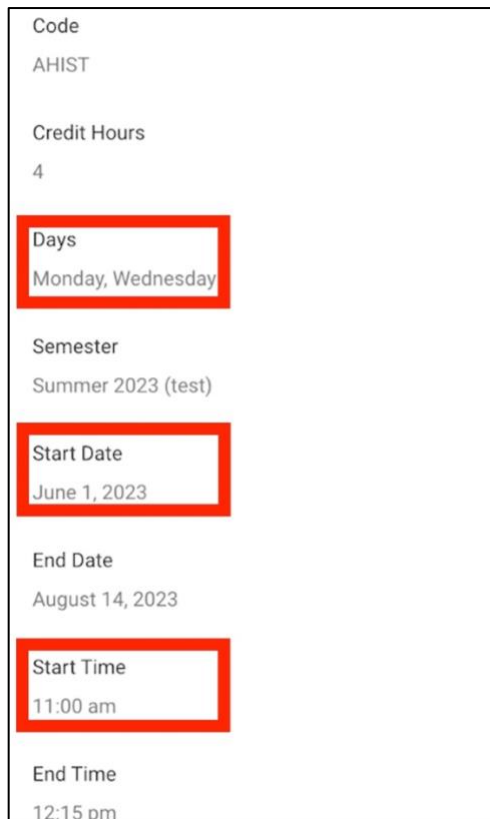16. The **Enrolled Students** tab shows all students enrolled in the course and lists accommodations for each student.

17. Faculty can click **More Filters** to only show students who need accommodations in their given course.

18. Select **Yes** or **No** under the **Approved Accommodations for this Course** field to filter students with approved accommodations. Then click **Apply Search**.

Need Assistance?

To learn more about **LU Accommodate**, please visit Liberty.edu/LUAccommodate.