



LU ACCOMMODATE - REQUESTING ACCOMMODATIONS

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 how to request accommodations every semester or term.

It should be noted that you must request or renew academic accommodations for each semester or term.

LU ACCOMMODATE ACCESS

1. To access **LU Accommodate**, navigate to <http://liberty.edu/disability-support/>.
2. If you have not submitted an accommodation request to LU Accommodate before, click the blue **I do not currently have approved accommodations at LU** button. ***If you have already approved accommodations, skip steps 2 and 3.***

We are excited to introduce LU Accommodate, an accommodation tool that streamlines the review, approval, and delivery of accommodations. With LU Accommodate, students with documented disabilities can manage their accommodation requests, appointments, and related services with ease.

If you have questions regarding accommodations, documentation, or disability advocacy and education, please contact ODAS for more information.

Welcome to ODAS!

ODAS exists to provide equal access to students with documented disabilities and temporary medical conditions. We work with each student through an interactive process to determine reasonable accommodations, and we make every effort to ensure that our campus is fully accessible.

If this is your first time setting up an LU Accommodate account with ODAS, please use the link below and have your disability documentation ready to upload. **If you are a current student, but have not yet registered with ODAS, please use this link.**

I do not currently have approved accommodations at LU

Accommodations Already In Place?

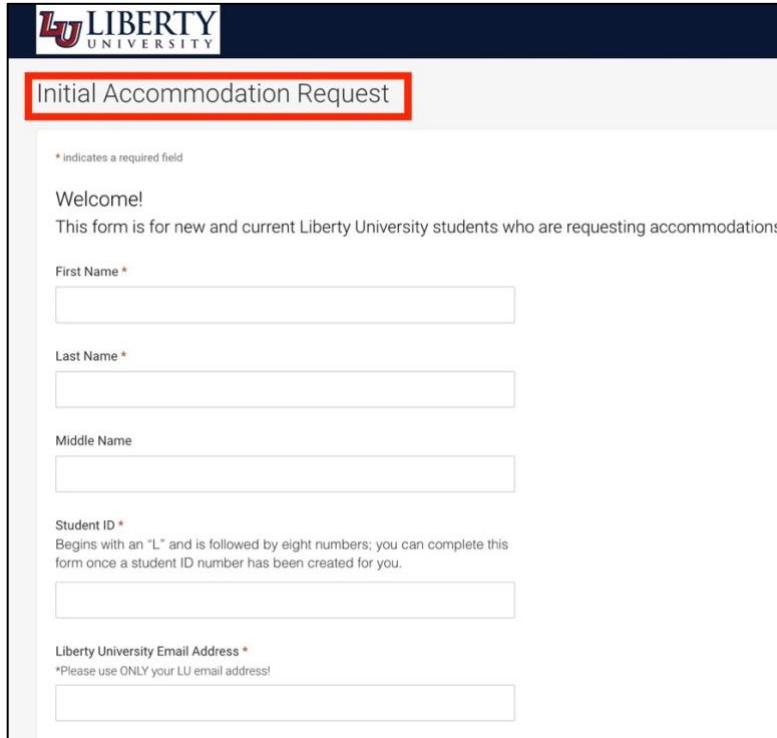
If your accommodations have already been approved, please use the link below to log in to your LU Accommodate account. This account will be used to request your semester/term accommodations, keep current with ODAS announcements, and schedule appointments with your ODAS advisor.

Log in to my LU Accommodate account

Receiving Accommodations (Residential Students)

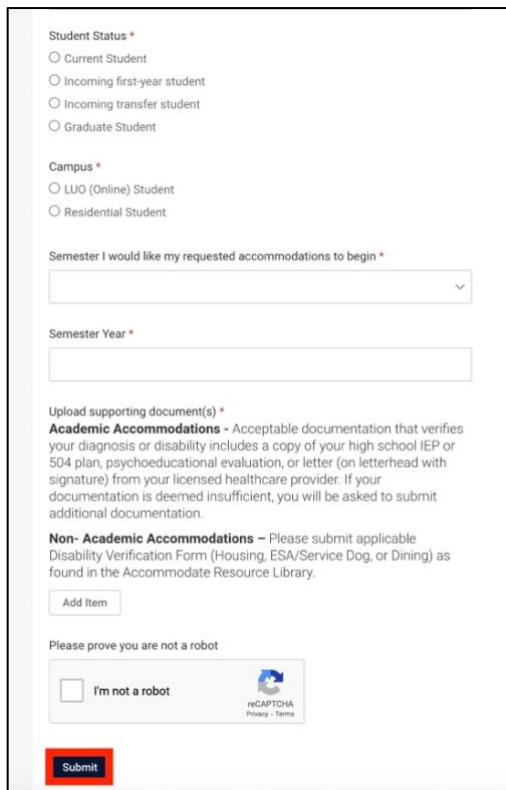
Students are responsible to disclose their disability to ODAS for the purpose of receiving accommodations. If they do not do so, professors and

3. Fill out the **Initial Accommodation Request** form and click the blue **Submit** button.



The screenshot shows the top portion of a web form. At the top left is the Liberty University logo. Below it, the title "Initial Accommodation Request" is enclosed in a red rectangular box. A small asterisk note states "* indicates a required field". The text "Welcome!" is followed by "This form is for new and current Liberty University students who are requesting accommodations". The form contains several input fields: "First Name *", "Last Name *", "Middle Name", "Student ID *", and "Liberty University Email Address *". A note under the email field says "*Please use ONLY your LU email address!".

4. Click the blue **Submit** button.



The screenshot shows the lower portion of the form. It includes a "Student Status *" section with radio buttons for "Current Student", "Incoming first-year student", "Incoming transfer student", and "Graduate Student". Below that is a "Campus *" section with radio buttons for "LUO (Online) Student" and "Residential Student". A "Semester I would like my requested accommodations to begin *" dropdown menu is present, followed by a "Semester Year *" input field. An "Upload supporting document(s) *" section contains instructions for "Academic Accommodations" and "Non-Academic Accommodations". An "Add Item" button is located below the instructions. At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a blue "Submit" button.

5. If you have submitted an accommodation request before, click the blue **Log in to my LU Accommodate account** button.

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Accommodations Already In Place?

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Receiving Accommodations (Residential Students)

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6. Select **Student**.

What type of user are you?

Student Faculty

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

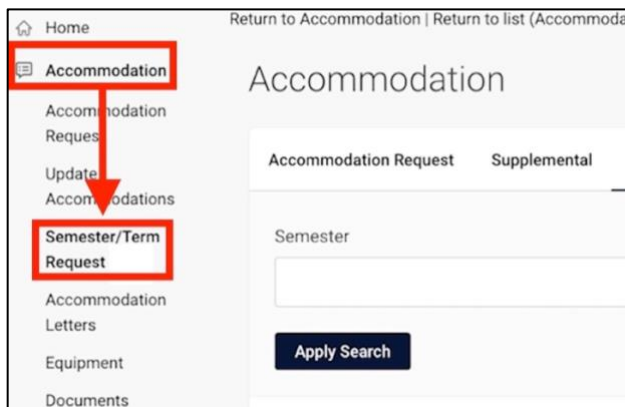
LIBERTY UNIVERSITY

Sign in

[Can't access your account?](#)

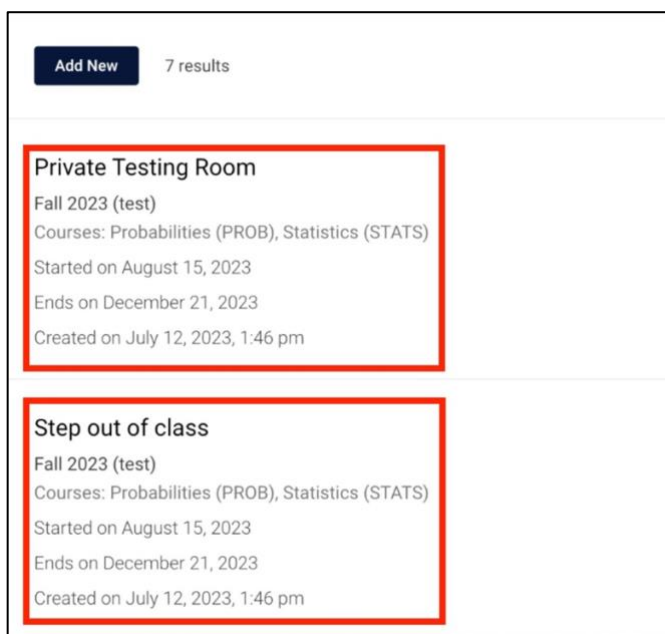


8. Once logged in, navigate to the left-hand menu, and select **Accommodation**, then click **Semester/Term Request**.



SEMESTER REQUEST

9. The page will display all past and current accommodation requests.



10. To create a new request, click **Add New**.

A screenshot of a request card. At the top left, there is a dark blue button labeled "Add New" with a red border. To its right, it says "7 results". Below this is a white card with the following text: "Private Testing Room", "Fall 2023 (test)", "Courses: Probabilities (PROB), Statistics (STATS)", "Started on August 15, 2023", "Ends on December 21, 2023", and "Created on July 12, 2023, 1:46 pm". At the bottom of the card, it says "Step out of class".

11. Click the **Semester/Term** drop-down menu and select the current semester or term.

A screenshot showing a light blue notification box at the top with an information icon and the text: "You have been approved for: XAcademic/Step out of class, XTesting/Private Testing Room, Residential/Classroom/Step out of class briefly as needed, Housing /Ground Floor Walk-out (through: May 8, 2024), Non-Academic /On-Demand Ride". Below this is a "Semester" dropdown menu with a red border. The menu is open, showing a checkmark next to "202330", and two options: "Fall 2023 (test)" (highlighted in blue) and "Summer 2023 (test)".

A screenshot of the final request submission screen. It features the same light blue notification box as above. Below it, there is a "Semester" dropdown menu with a red border, currently showing "Summer 2023 (test)". To the right of the dropdown are two buttons: a dark blue "Submit For All Accommodations" button and a white "Review The Request" button.

12. If you would like to submit the request without reviewing it, click **Submit For All Accommodations**.

The screenshot shows a light blue header area with a list of approved accommodations. Below this is a white section with a 'Semester' dropdown menu and two buttons. The 'Submit For All Accommodations' button is highlighted with a red border, and the 'Review The Request' button is in a light gray box.

i You have been approved for:

- XAcademic/Step out of class
- XTesting/Private Testing Room
- Residential/Classroom/Step out of class briefly as needed
- Housing /Ground Floor Walk-out (through: May 8, 2024)
- Non-Academic /On-Demand Ride

Semester

Summer 2023 (test)

Submit For All Accommodations

Review The Request

13. If you would like to see a preview of the request, click **Review The Request**.

The screenshot is identical to the one above, but the 'Review The Request' button is highlighted with a red border, and the 'Submit For All Accommodations' button is in a dark blue box.

i You have been approved for:

- XAcademic/Step out of class
- XTesting/Private Testing Room
- Residential/Classroom/Step out of class briefly as needed
- Housing /Ground Floor Walk-out (through: May 8, 2024)
- Non-Academic /On-Demand Ride

Semester

Summer 2023 (test)

Submit For All Accommodations

Review The Request

14. Under each **Accommodation**, review the selected accommodation.

Accessibility Accommodation Request

What accommodations are you requesting? *

Accessibility Accommodation #1

Accommodation Type *

Description

Please allow student to step out of class briefly as needed.

Semester *

Summer 2023 (test)

Courses

Art History (AHIST)

Genetics (GEN01)

Remove Accommodation

15. Click **Remove Accommodation** under any accommodation you no longer need.

Accessibility Accommodation #2

Accommodation Type *

Description
Student may request a private room in the Testing Center as needed.

Semester *
Summer 2023 (test)

Courses
 Art History (AHIST)
 Genetics (GEN01)

Remove Accommodation

Accessibility Accommodation #3

Accommodation Type *

Residential/Classroom/Step out of class briefly as needed

Description
Please allow student to step out of class briefly as needed.

Semester *
Summer 2023 (test)

Courses
 Art History (AHIST)
 Genetics (GEN01)

If you accidentally click **Remove Accommodation**, click **Delete (Undelete)** to undo the removal.

Accessibility Accommodation #2

Accommodation Type *

Description
Student may request a private room in the Testing Center as needed.

Semester *
Summer 2023 (test)

Courses
 Art History (AHIST)
 Genetics (GEN01)

Deleted (Undelete)

16. Click **Submit** when done.

Accessibility Accommodation #5

Accommodation Type *

Housing /Ground Floor Walk-out

Semester *

Summer 2023 (test)

Remove Accommodation

Request Additional Accommodation

Submit Cancel

17. You will receive an email once your request is approved and sent to your professor.

18. To add a new request to your approved accommodation, click **Update Accommodations** to supplement your request. ***It should be noted that if you are an LUO student you will receive an email requiring your signature to confirm that the correct accommodations have been sent to your instructors.***

Home Return to Accommodation | Return to list (Accommodation)

Accommodation

Accommodation Request

Update Accommodations

Semester/Term Request

Accommodation Letters

Equipment

Documents

Appointment

Documents

Accommodation Request Supplemental Semester/Term Request Letters

Active Archived

Add New 1 results

A00003-001-2023

Chronic Illness

N/A

Created on July 12, 2023, 4:57 pm

Need Assistance?

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