LU ACCOMMODATE - REQUESTING ACCOMMODATIONS

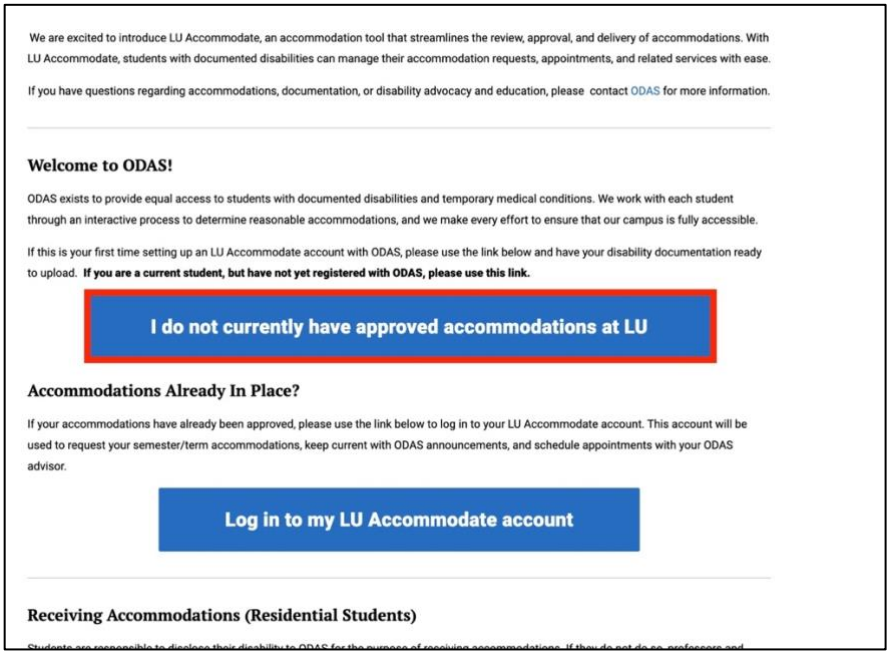
LU Accommodate is used by students with documented disabilities and helps manage their accommodation requests and related services with ease. This training document will demonstrate how to request accommodations every semester or term.

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

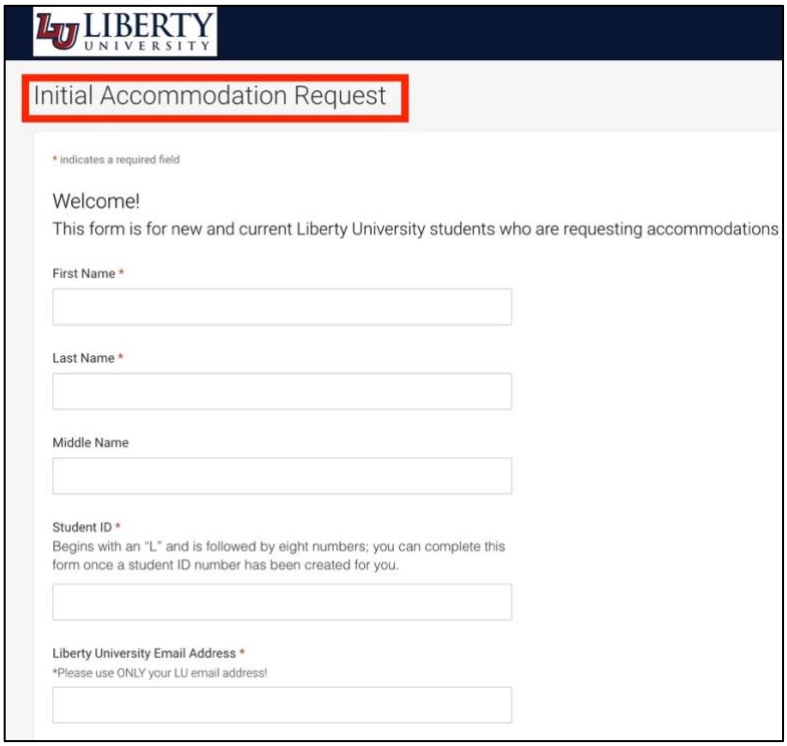
LU ACCOMMODATE ACCESS

1. To access **LU Accommodate**, navigate to **http://liberty.edu/disability-support/**.

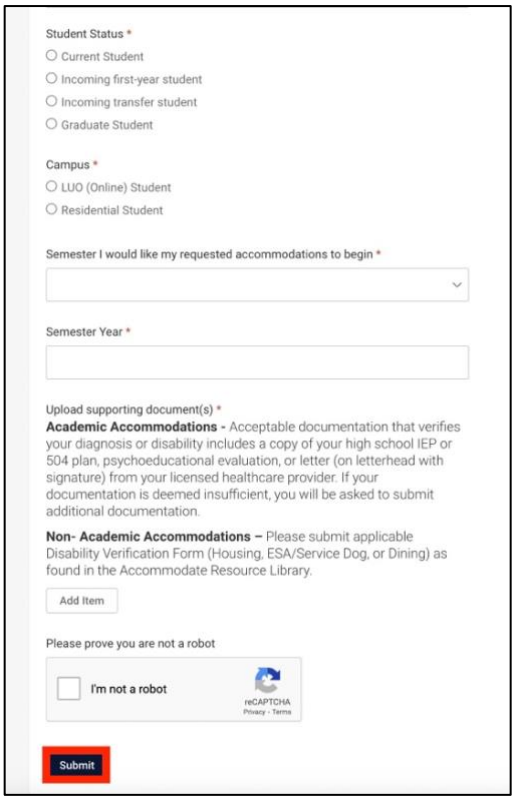
2. If you have not submitted an accommodation request to LU Accommodate before, click the blue **I do not currently have approved accommodations at LU** button. ***If you have already approved accommodations, skip steps 2 and 3***.



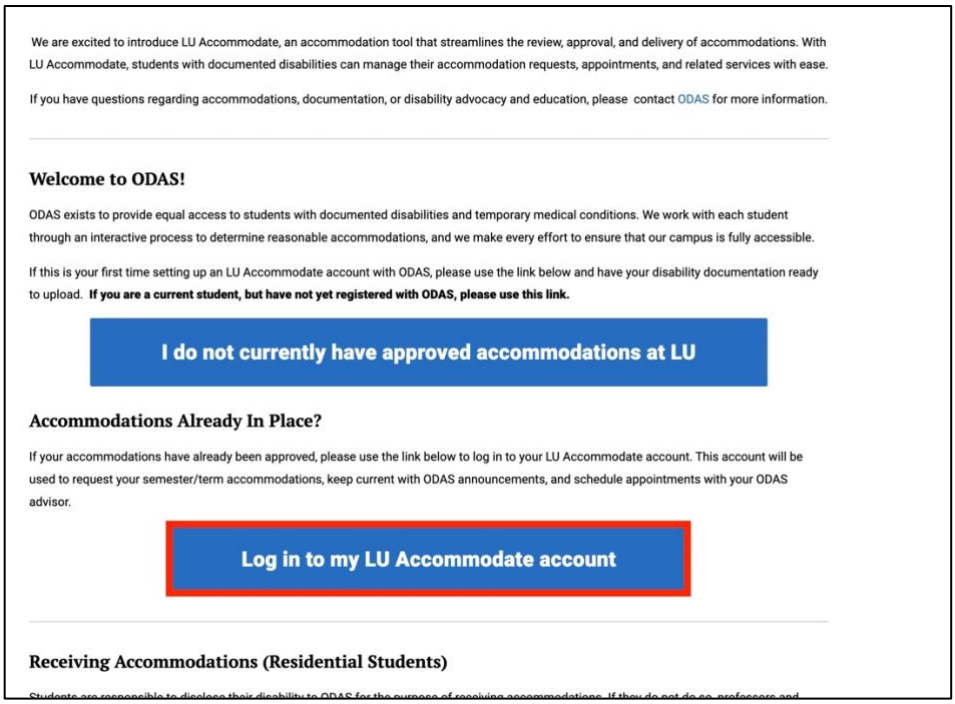
3. Fill out the **Initial Accommodation Request** form and click the blue **Submit** button.



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



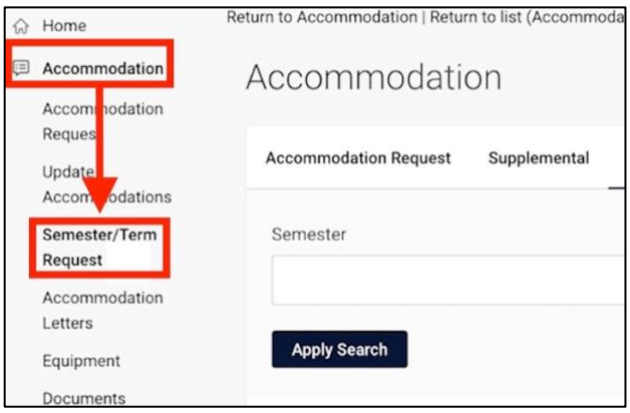
5. If you have submitted an accommodation request before, click the blue **Log in to my LU Accommodate account** button.



6. Select **Student**.

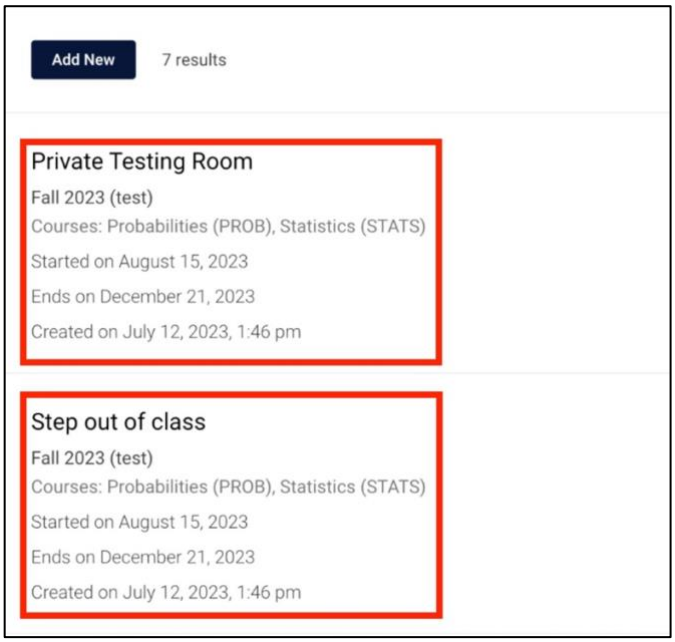
7. Log in with your **Liberty Email** and click **Next**. Then, enter your **Liberty Password** and click **Sign in**.

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

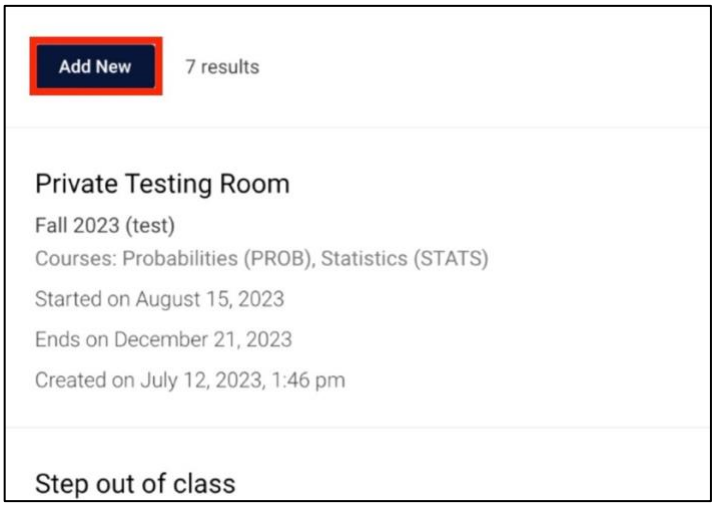


Semester Request

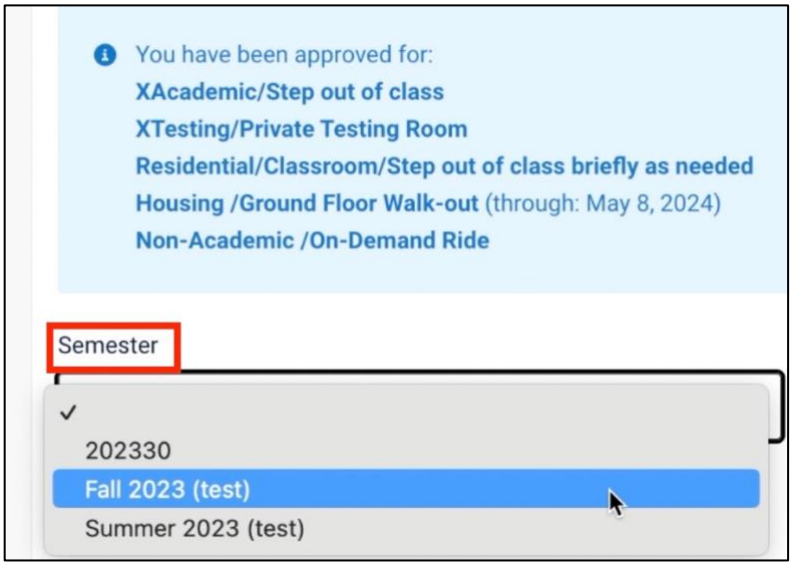
9. The page will display all past and current accommodation requests.

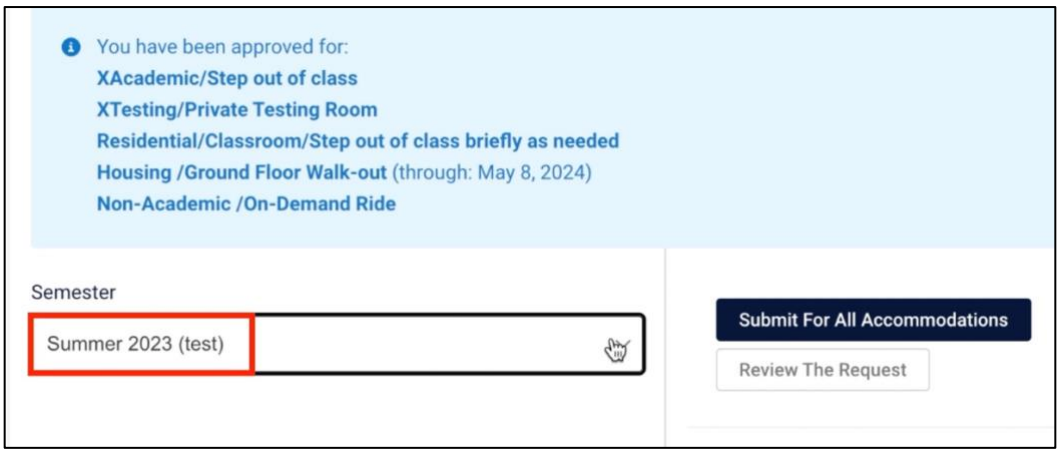


10. To create a new request, click **Add New**.

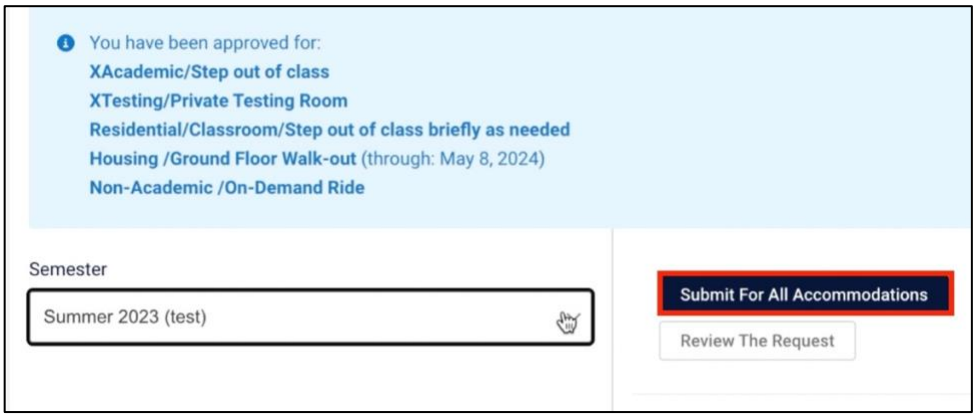


11. Click the **Semester/Term** drop-down menu and select the current semester or term.



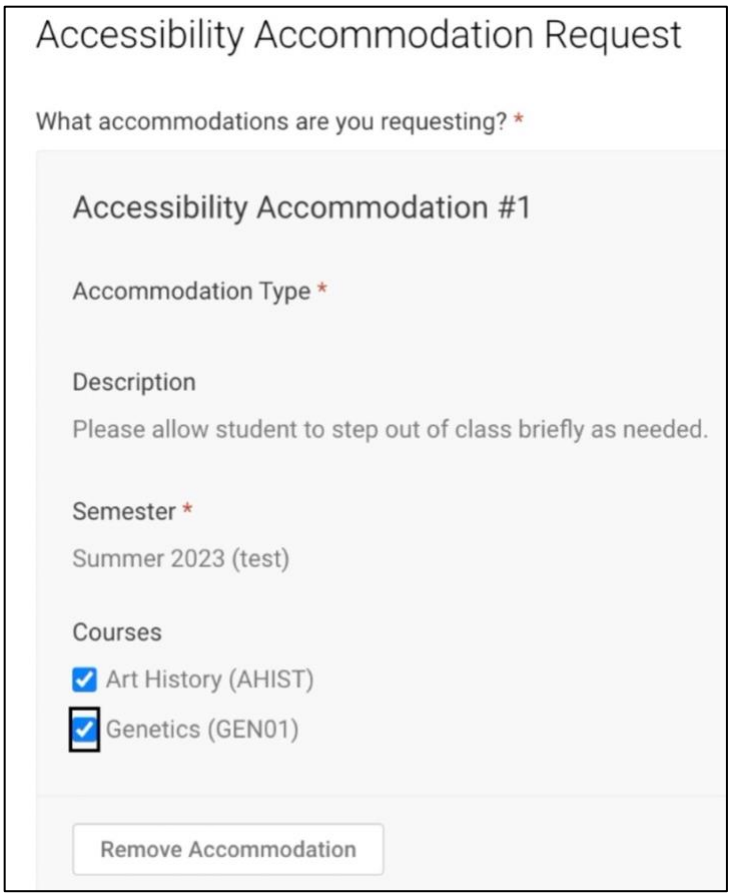


12. If you would like to submit the request without reviewing it, click **Submit For All Accommodations**.

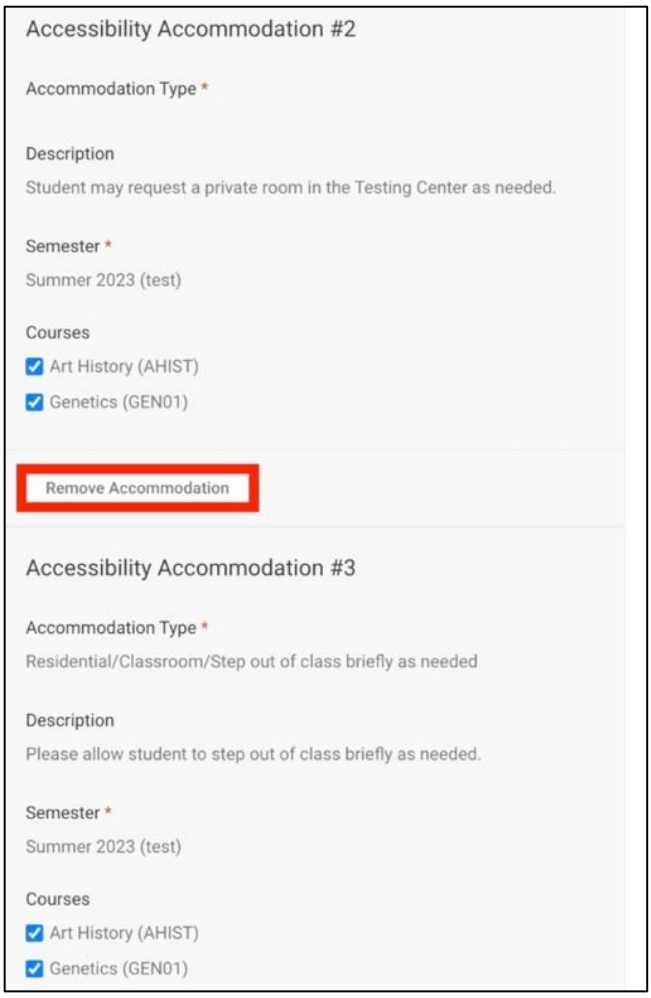


13. If you would like to see a preview of the request, click **Review The Request**.

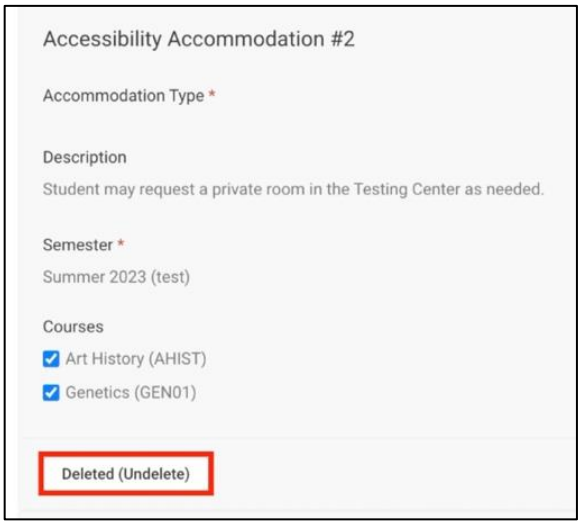
14. Under each **Accommodation**, review the selected accommodation.



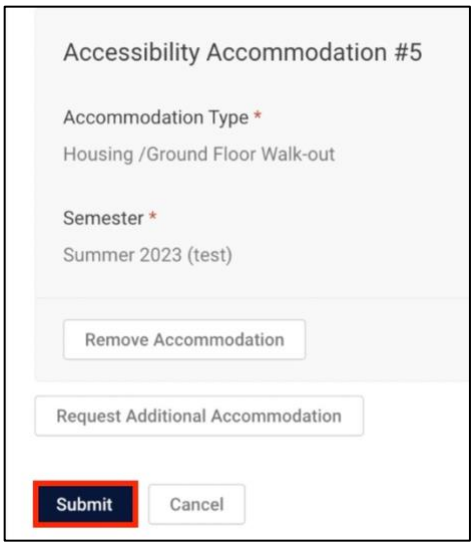
15. Click **Remove Accommodation** under any accommodation you no longer need.



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

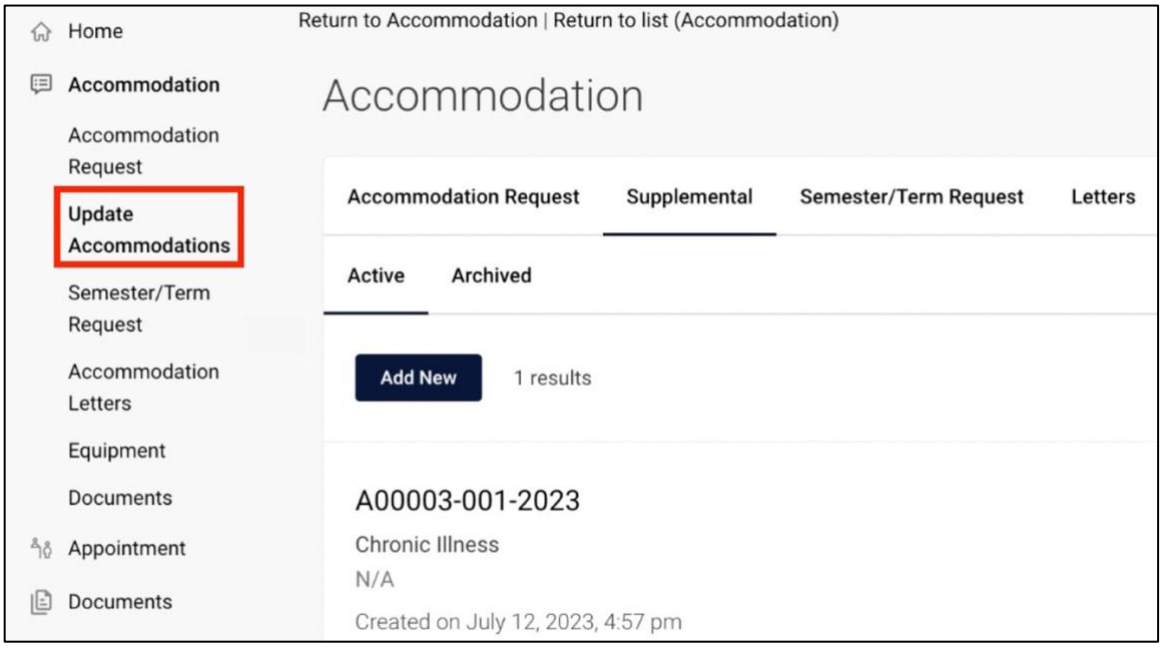


16. Click **Submit** when done.



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.***



Need Assistance?

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