

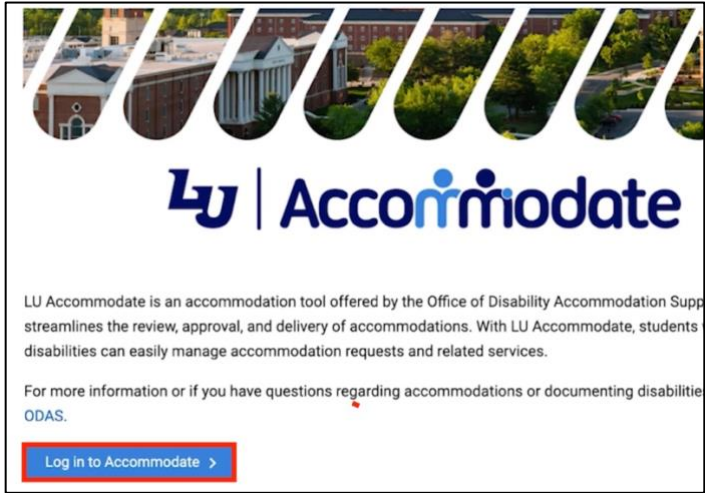


LU ACCOMMODATE - STUDENT OVERVIEW

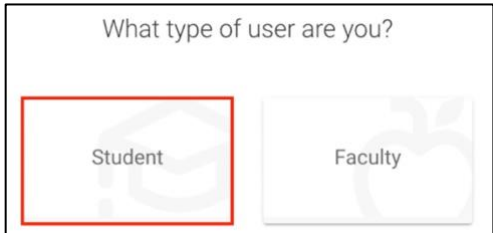
LU Accommodate is used by students with documented disabilities and helps manage their accommodation requests and related services with ease. This training document will demonstrate using the **LU Accommodate** application for student use.

LU ACCOMMODATE ACCESS

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



2. Select **Student**.



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

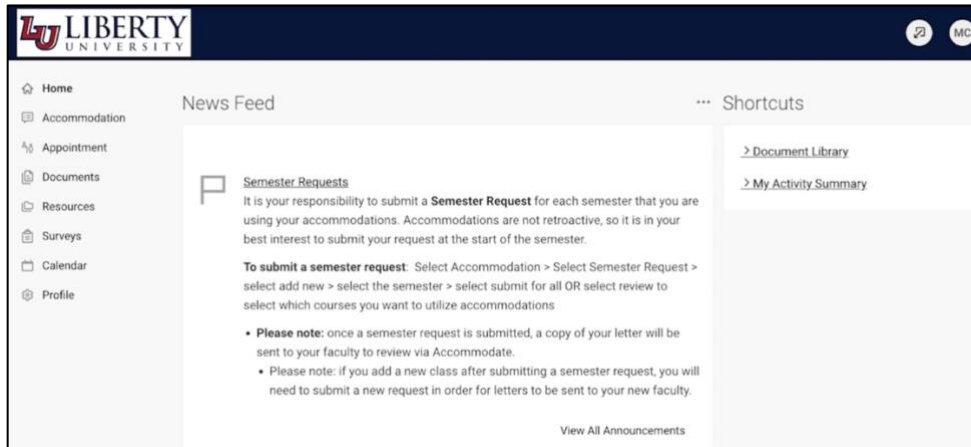
Enter password

.....

Forgot my password

Sign in

4. Once logged in, the **Home** page will open.



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Home Accommodation Appointment Documents Resources Surveys Calendar Profile

News Feed

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

- **Please note:** 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.

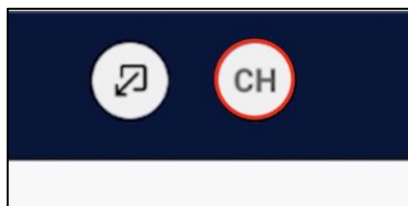
View All Announcements

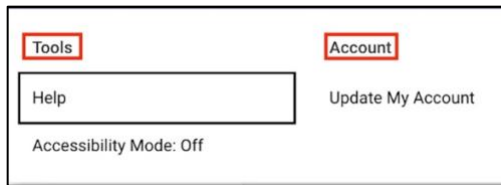
Shortcuts

- > Document Library
- > My Activity Summary

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.

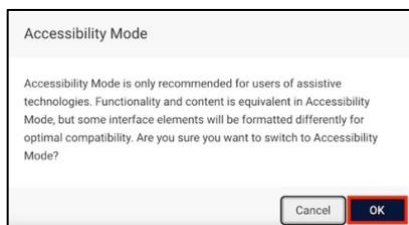




6. Click **Help** to view answers to commonly asked questions.

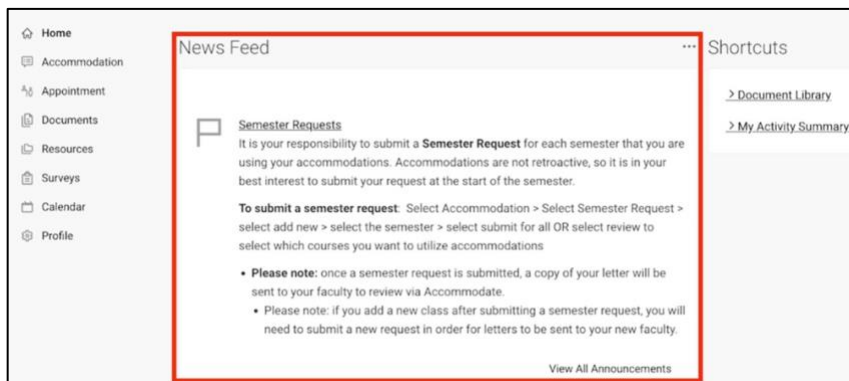


7. If you are using assistive technology like a text reader or speech input software, click **Accessibility Mode**, then click **Ok**.

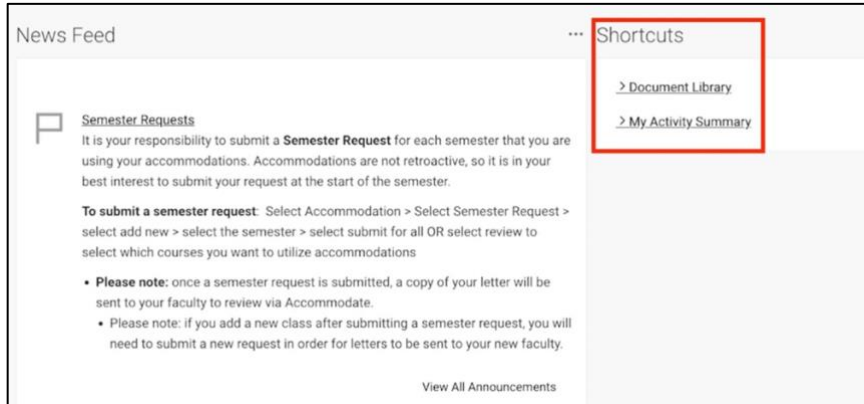


HOME SCREEN

8. The Home screen will display the **News Feed** section, which will display current announcements and notifications that have been posted.

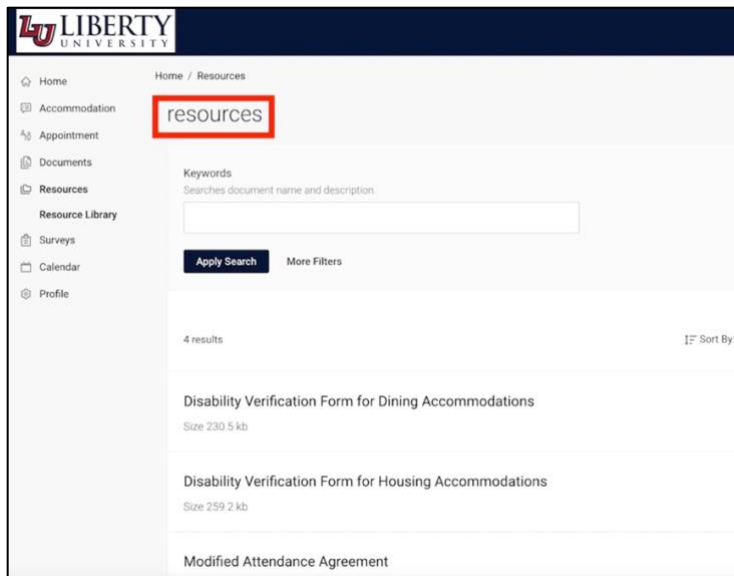


9. On the right-hand side are **Shortcuts**.



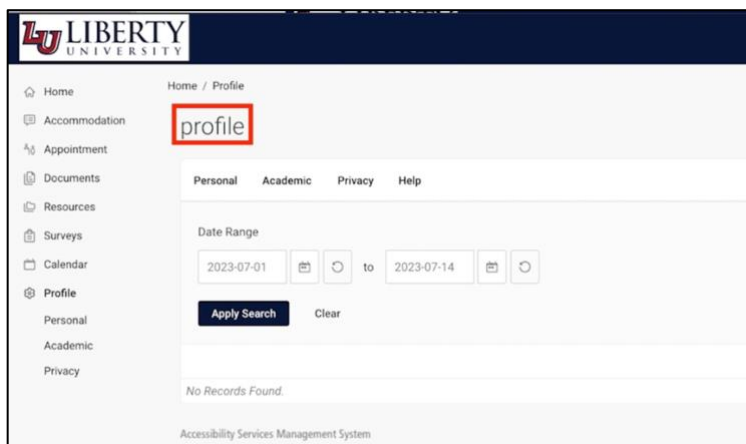
The screenshot shows a 'News Feed' interface. On the right side, there is a 'Shortcuts' menu with two items: '> Document Library' and '> My Activity Summary'. Both items are enclosed in a red rectangular box. The main content area on the left contains a section titled 'Semester Requests' with a paragraph of text and a list of instructions and notes. At the bottom of the main content area, there is a link that says 'View All Announcements'.

10. **Document Library** will take you to the **resources** page.



The screenshot shows the 'resources' page of the Document Library. The page has a dark blue header with the 'LU LIBERTY UNIVERSITY' logo. A left sidebar contains a navigation menu with items like Home, Accommodation, Appointment, Documents, Resources, Resource Library, Surveys, Calendar, and Profile. The 'resources' item in the sidebar is highlighted with a red box. The main content area features a search bar with the placeholder text 'Keywords' and 'Searches document name and description.' Below the search bar are 'Apply Search' and 'More Filters' buttons. The search results section shows '4 results' and a 'Sort By' dropdown. The first two results are 'Disability Verification Form for Dining Accommodations' (Size 230.5 kb) and 'Disability Verification Form for Housing Accommodations' (Size 259.2 kb). A third result, 'Modified Attendance Agreement', is partially visible at the bottom.

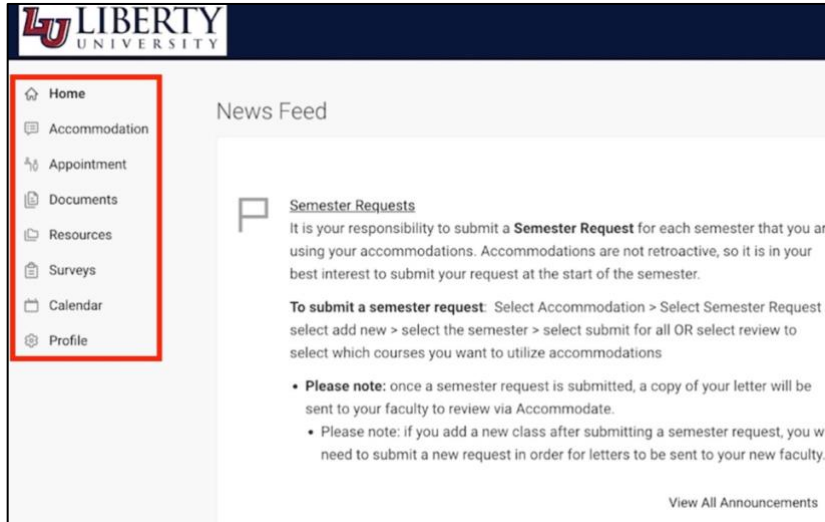
11. **My Activity Summary** will take you to the **profile** page.



The screenshot shows the 'profile' page of the Accessibility Services Management System. The page has a dark blue header with the 'LU LIBERTY UNIVERSITY' logo. A left sidebar contains a navigation menu with items like Home, Accommodation, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The 'profile' item in the sidebar is highlighted with a red box. The main content area has a sub-header 'Home / Profile' and tabs for 'Personal', 'Academic', 'Privacy', and 'Help'. The 'Personal' tab is selected. Below the tabs is a 'Date Range' section with two date pickers: '2023-07-01' and '2023-07-14', with 'to' between them. There are 'Apply Search' and 'Clear' buttons. Below the date range section, it says 'No Records Found.' At the bottom of the page, there is a footer that says 'Accessibility Services Management System'.

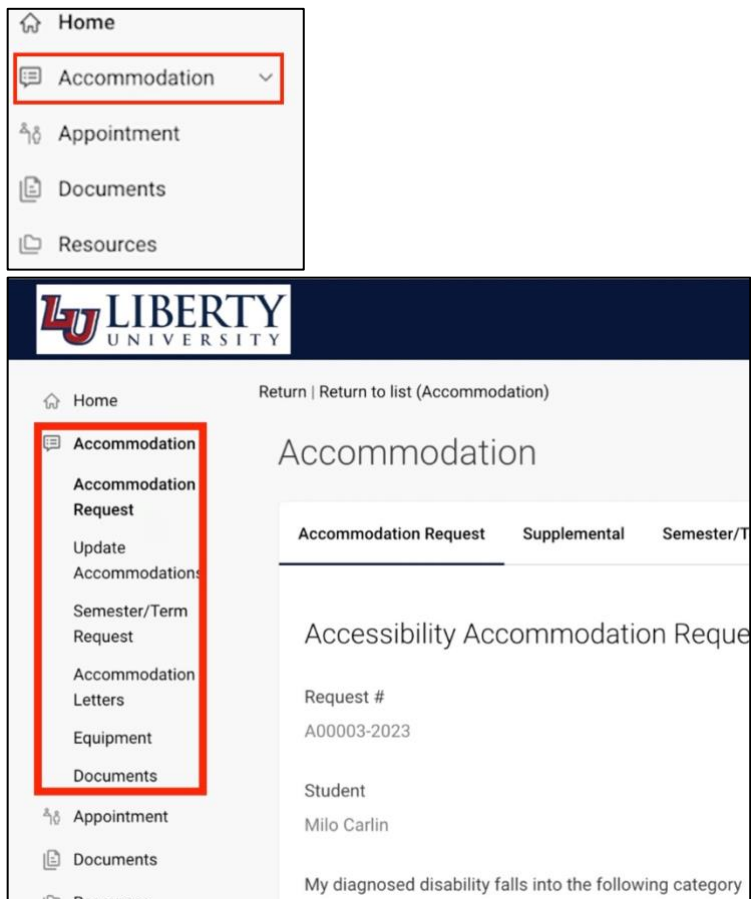
NAVIGATION MENU

12. The left-hand menu is the **navigation menu**.



The screenshot shows the Liberty University website interface. On the left, a navigation menu is highlighted with a red box, containing the following items: Home, Accommodation, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area displays a 'News Feed' with a post titled 'Semester Requests'. The post text states: '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'. Below the text are two bullet points: 'Please note: once a semester request is submitted, a copy of your letter will be sent to your faculty to review via Accommodate.' and '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.' A 'View All Announcements' link is located at the bottom right of the news feed.

13. Click **Accommodation** in the navigation menu to expand it.



The screenshot shows the Liberty University website interface with the 'Accommodation' menu item expanded. The navigation menu on the left, highlighted with a red box, now includes: Home, Accommodation (with a dropdown arrow), Appointment, Documents, and Resources. The main content area displays the 'Accommodation' page, which includes a breadcrumb trail 'Return | Return to list (Accommodation)', a title 'Accommodation', and a sub-header 'Accessibility Accommodation Request'. Below this, there is a form with the following fields: 'Request #' with the value 'A00003-2023', 'Student' with the name 'Milo Carlin', and a section titled 'My diagnosed disability falls into the following category'.

14. Click **Accommodation Request** to view your disability information.

The screenshot shows the Liberty University logo at the top left. Below it is a navigation menu with items like Home, Accommodation, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The 'Accommodation' section is expanded, and 'Accommodation Request' is highlighted with a red box. The main content area shows the title 'Accommodation' and a sub-header 'Accessibility Accommodation Request'. Below this, the request details are displayed: Request # A00003-2023, Student Milo Carlin, and a category of Mobility. A 'Return | Return to list (Accommodation)' link is visible at the top right of the content area.

15. Click **Update Accommodations** to **Add New** accommodations.

The screenshot shows the 'Update Accommodations' page. The navigation menu on the left has 'Update Accommodations' highlighted with a red box. The main content area shows the title 'Accommodation' and a sub-header 'Update Accommodations'. Below this, there are tabs for 'Accommodation Request', 'Supplemental', and 'Semester/Term Request'. The 'Active' tab is selected, and there is a button labeled 'Add New' and a count of '1 results'. The details for the single result are: Request # A00003-001-2023, Chronic Illness, N/A, and Created on July 12, 2023, 4:57 pm.

16. Click **Semester/Term Request** to renew accommodations.

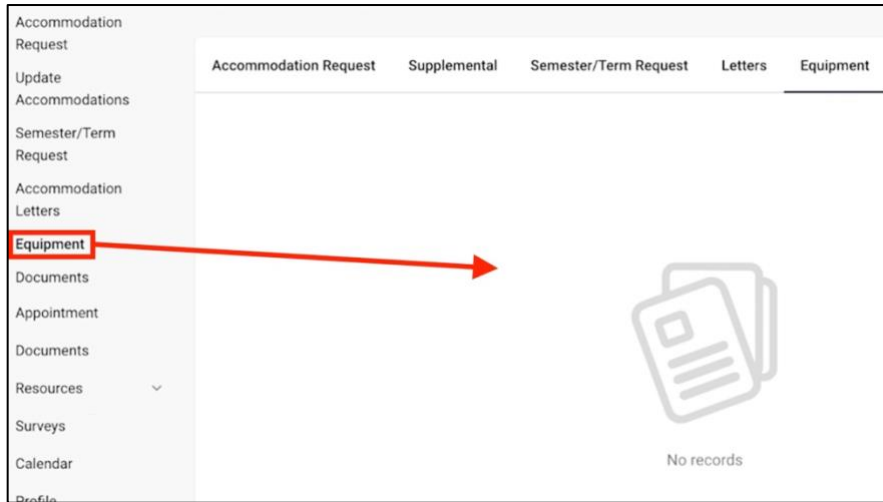
The screenshot shows a web application interface for managing accommodations. On the left is a navigation menu with items like Home, Accommodation, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and has a breadcrumb 'Return to Accommodation | Return to list (Accommodation)'. Below the title are tabs for 'Accommodation Request', 'Supplemental', 'Semester/Term Request', 'Letters', 'Equipment', and 'Documents'. The 'Semester/Term Request' tab is active. It features a 'Semester' dropdown menu, an 'Apply Search' button, and an 'Add New' button. Below these, it shows '7 results'. One result is visible: 'Private Testing Room' for 'Fall 2023 (test)', with courses 'Probabilities (PROB), Statistics (STATS)', starting on August 15, 2023, and ending on December 21, 2023. It was created on July 12, 2023, at 1:46 pm.

17. Click **Accommodation Letters** to see your list of signed or pending letters. *

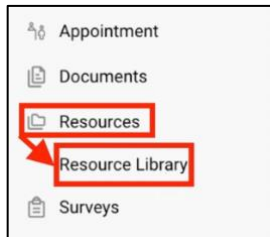
The screenshot shows the same web application interface, but with the 'Letters' tab selected. The navigation menu on the left now has 'Accommodation Letters' highlighted. The main content area shows '3 results' under the 'Letters' tab. Three items are listed: 1. 'Accommodations' by Milo Carlin, created on July 11, 2023, at 3:03 pm. 2. 'Housing - Official Accommodation Letters' by Milo Carlin, created on July 11, 2023, at 2:44 pm. 3. 'Accommodation Request - Meeting Required' by Milo Carlin, created on July 11, 2023, at 2:36 pm.

*** To learn more about applying for an accommodation, please review the [Accommodation Request document](#). (Will add link once customer has approved for distribution)**

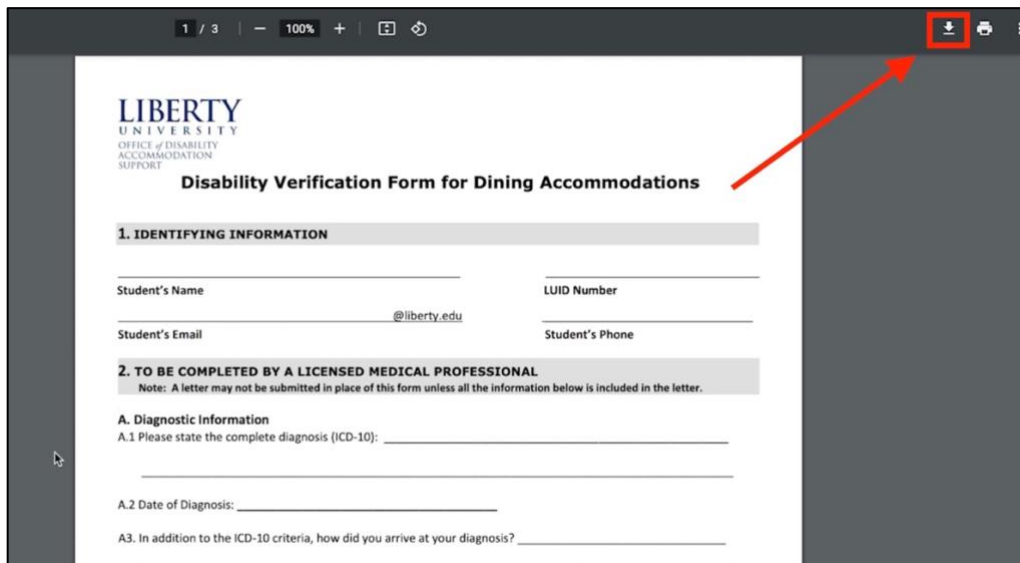
18. Click **Equipment** to display the list of equipment that has been approved through the accommodation or those that the student has checked out.



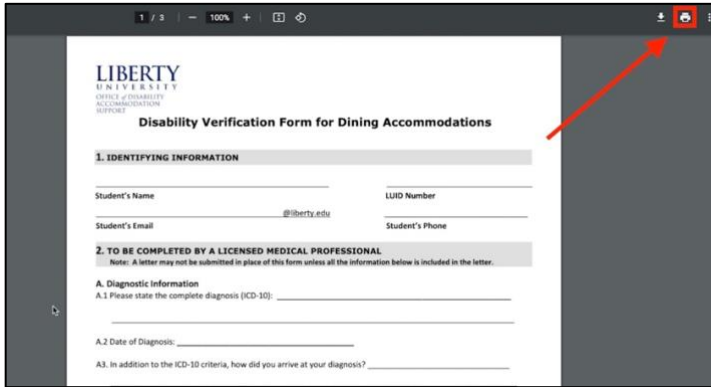
19. Click **Resources**, and then click **Resource Library** to view the resources page.



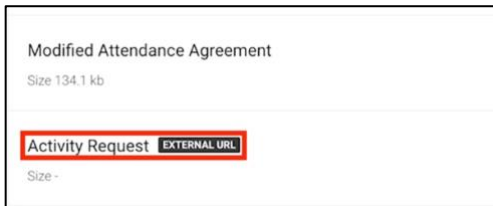
20. Click any of the resource titles to open the form for the accommodations. Some forms require you to download and print. To **download**, click the **download icon** in the top-right of the document window.



21. To **print** the document, click the **printer icon**, which is next to the **download icon**.



22. Some resources allow the student to fill out the form online. Those resources are marked with **External URL** next to the title. To fill out the form, click the resource title.



23. Fill out all fields, then click **Submit** to complete the form.

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Activity Provider Request

* indicates a required field

Activity Provider Request

Student ID

First Name *

Last Name *

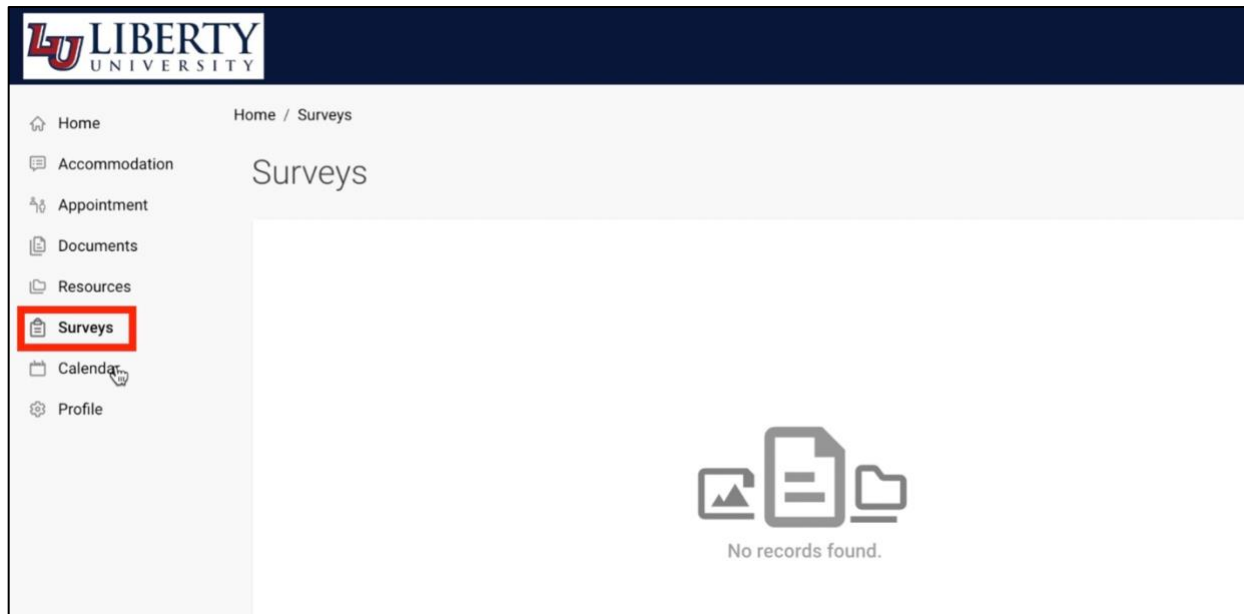
Email *

Phone
(###) ###-####

Type of Service *

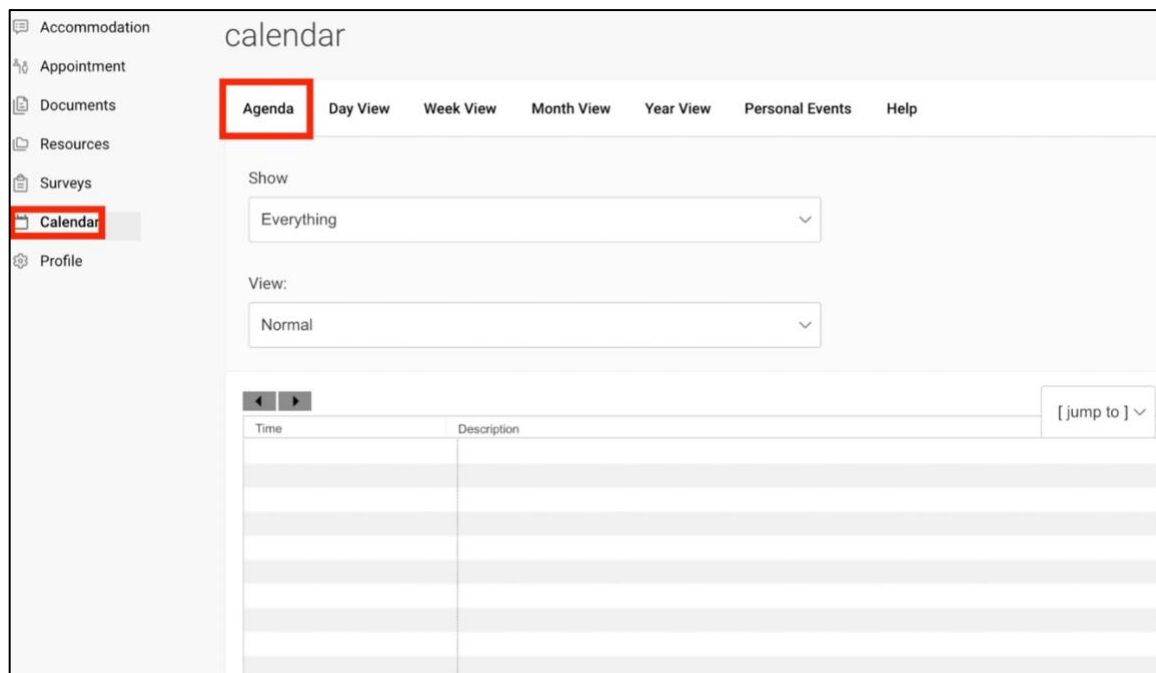
Submit

24. Click **Surveys** to view a list of surveys you have completed. The **Survey** tab will show you any completed or currently active surveys.

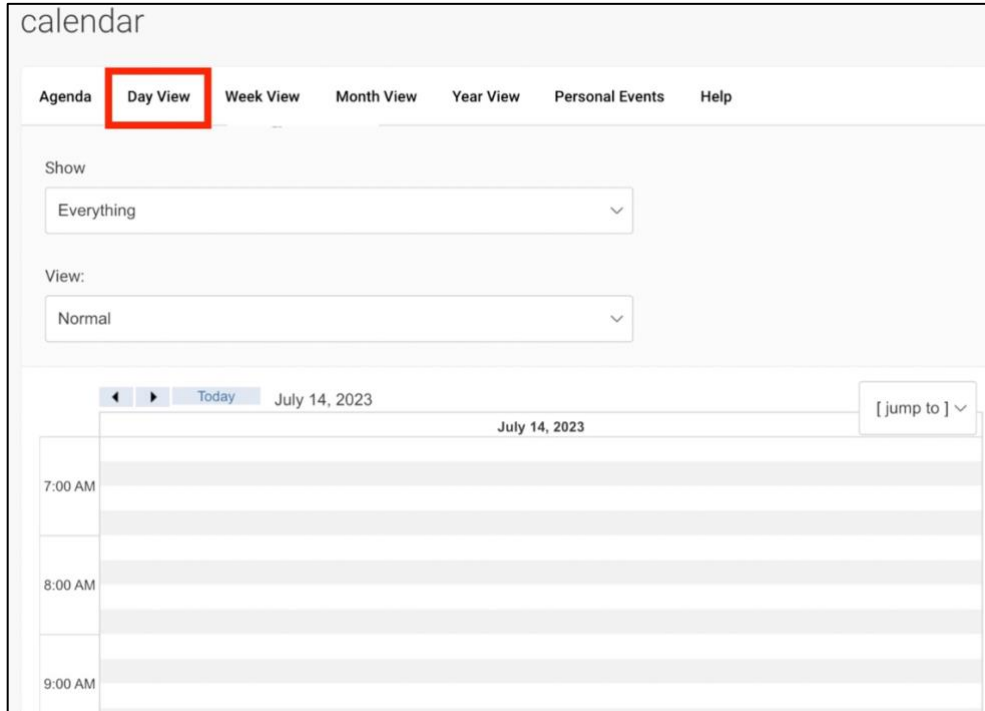


25. Click **Calendar** to view the following:

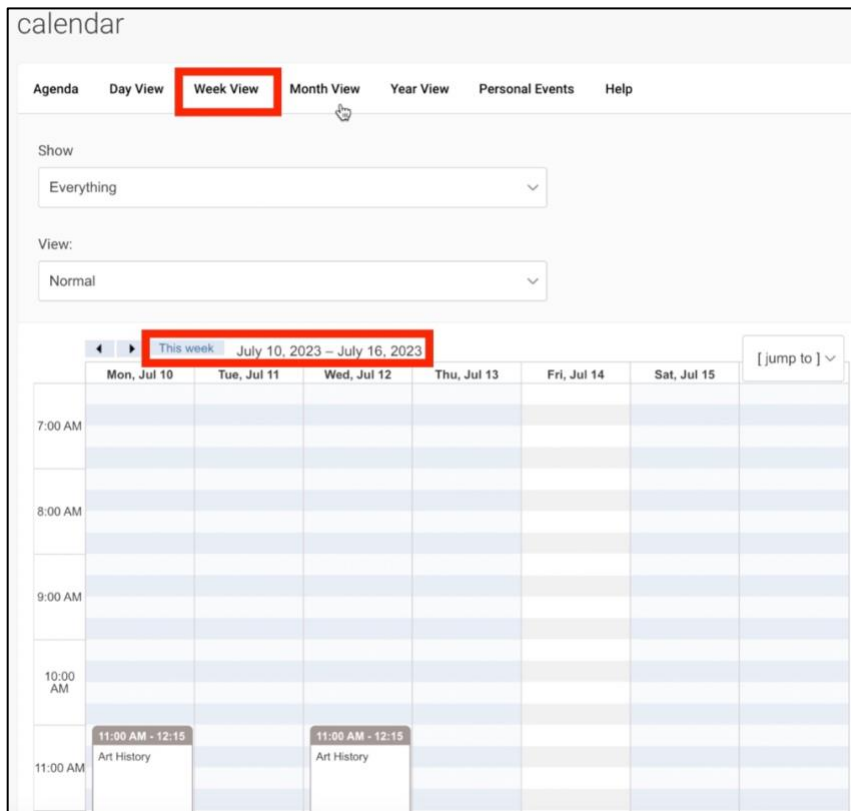
- Agenda



- Day View



- Week View



- Month View

calendar

[Agenda](#)
[Day View](#)
[Week View](#)
[Month View](#)
[Year View](#)
[Personal Events](#)
[Help](#)

Show:

View:

This month July 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11:00 AM Art History	2:30 PM Genetics	11:00 AM Art History	2:30 PM Genetics		01	02
03	04	05	06	07	08	09
11:00 AM Art History	2:30 PM Genetics	11:00 AM Art History	2:30 PM Genetics			

- Year View

calendar

[Agenda](#)
[Day View](#)
[Week View](#)
[Month View](#)
[Year View](#)
[Personal Events](#)
[Help](#)

Show:

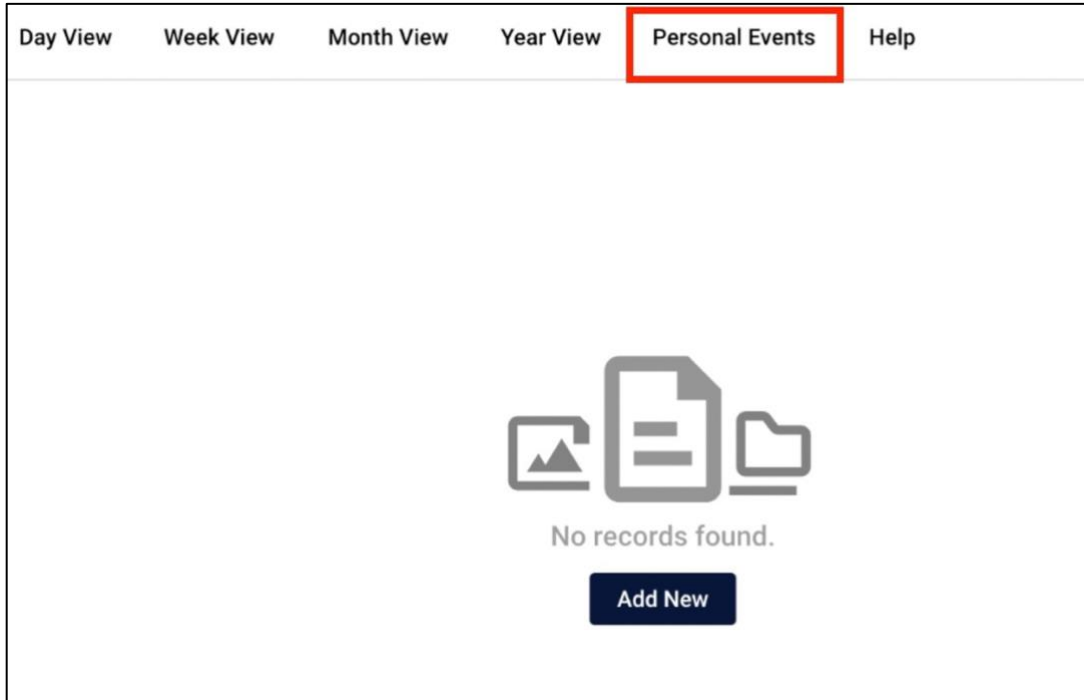
View:

This year Year 2023

January							February							March							April						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
						01			01	02	03	04	05			01	02	03	04	05						01	02
02	03	04	05	06	07	08	06	07	08	09	10	11	12	06	07	08	09	10	11	12	03	04	05	06	07	08	09
09	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										

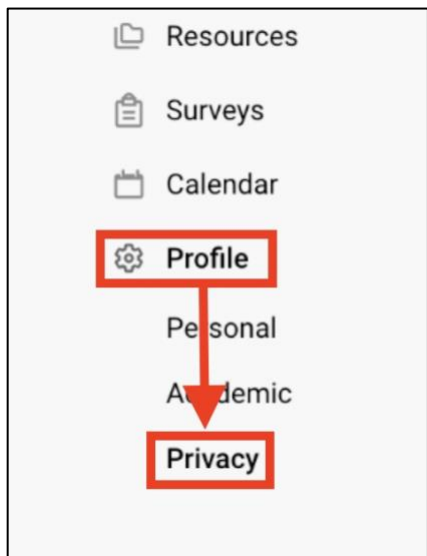
May							June							July							August						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
01	02	03	04	05	06	07				01	02	03	04						01	02							06
08	09	10	11	12	13	14	05	06	07	08	09	10	11	03	04	05	06	07	08	09	07	08	09	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

- Personal Events.



Use the **Calendar** page to keep track of your appointments and class schedules.

26. To make changes to your privacy information, Click **Profile** and then click **Privacy**.



27. Review and select the options for **Email Notifications**, **Synchronizing Options**, and **Alerts** settings. To save these preferences, click **Save Changes**.

profile

Personal Academic **Privacy** Help

Save Changes Save Changes And Continue Cancel

* indicates a required field

Privacy Information

Receive Email Notifications *
Choose 'yes' to receive email notifications.
 Yes No

Synchronizing Options
 Sync. Events in Calendar
 Sync. Counseling Appointments
 Remove Archived/Deleted Items from synched Calendar

Sync Events from the system with your Google Calendar
Authorize

Enable Text Message Alerts *
Choose 'yes' to receive text message alert
 Yes No

Save Changes Save Changes And Continue Cancel

Need Assistance?

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