



**Symplicity-Accommodate
Accommodation And Exam Requests
Student Guide
2024-2025**

Office of Accessibility Services

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Assistive Technology Coordinator**

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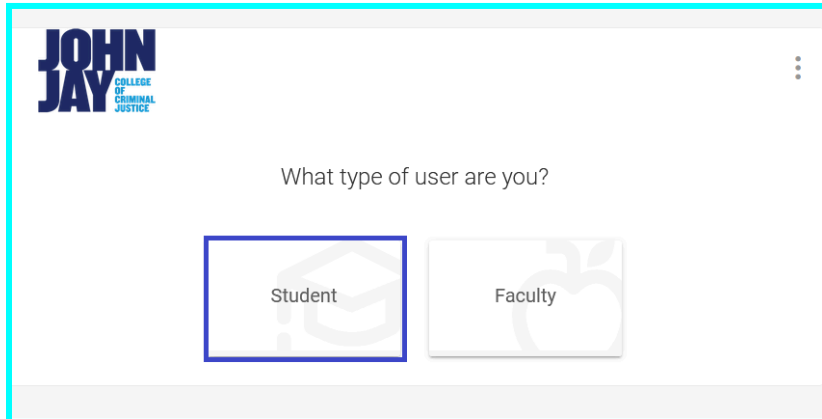
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IMPORTANT: You Must Submit a Semester Request to Receive Your Accommodations for That Semester (See [How to Submit a Semester Request](#))

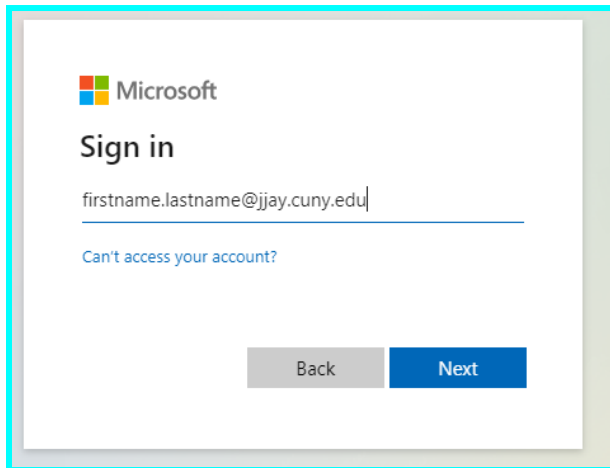
How to Log into Your Accommodate Account

1. Log in to *Accommodate* through the link below:
<https://jjay-cuny-accommodate.symplicity.com/>

2. Choose *Student* as the type of user

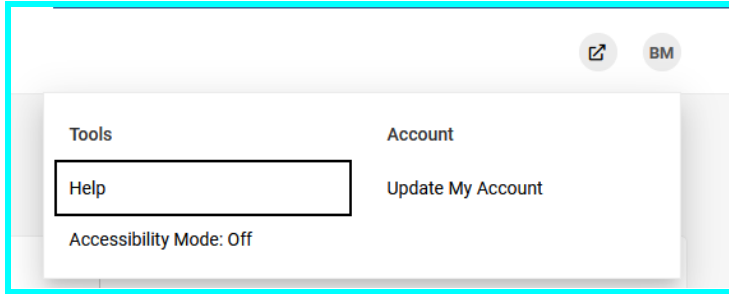


3. Log in using your John Jay Email username@jjay.cuny.edu and Password



How to Access Accessibility Mode

1. Select your initials in the top right corner and a menu should show up. Select *Accessibility Mode: Off* and it should turn on



How to Register for Accommodate

1. In order to register for our services please use the following link:
https://jjay-cuny-accommodate.symplicity.com/public_accommodation/
or you can head to our Accessibility Services Website and access symplicity through there
<https://www.jjay.cuny.edu/student-life/wellness-center/accessibility-services>
2. Fill out the accommodation request form

A screenshot of a web form titled 'Public Accommodation Request'. At the top left is the logo for 'JOHN JAY COLLEGE OF CRIMINAL JUSTICE'. Below the title, there is a note: '* Indicates a required field'. The section is titled 'Student Information' with the instruction 'Please enter your information'. There are two text input fields: 'First Name *' and 'Last Name *', both with asterisks indicating they are required fields. The form is enclosed in a cyan border.

3. If you are receiving sponsorship, fill out the section shown below on the form. If you do not receive sponsorship, you can skip this section on the form.

Agency Sponsorship
Check all that apply

ACCES-VR
 CBVH
 SEEK
 VA
 Other

Please provide ACCES-VR, CBVH, SEEK, VA or OTHER counselor name & contact information

Are you a CUNY Leads student?
 Yes No

4. To inform us about the accommodations you need specifically, please fill out this section of the form shown below

Specific Accommodation Information

My diagnosed disability falls into the following category *

[select]

Please Specify

I have difficulty
Check all that apply

[select]

5. Upload your medical documentation and your John Jay ID.

Upload supporting document(s)

Forms to Upload - Checklist

1] **Medical Documentation** - Please upload either an 504 Plan, IEP or Medical Provider form. Please make sure the file type is appropriate (either ending in PDF or docx for MS Word and jpg for a picture)

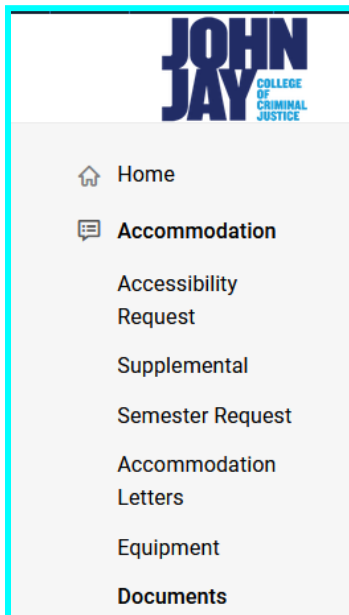
2] **John Jay Photo ID** - Please provide a copy of your John Jay ID and make sure to save as PNG or JPG (Note: Apple file type is HEIC and we do not use that file type)

If you do not have access to your John Jay ID yet, you may upload your federal or state ID as a temporary replacement until you have received your John Jay ID. Once you are in receipt of your John Jay ID, please submit a photo of it to our office (see [How to Submit Additional Documentation](#)).

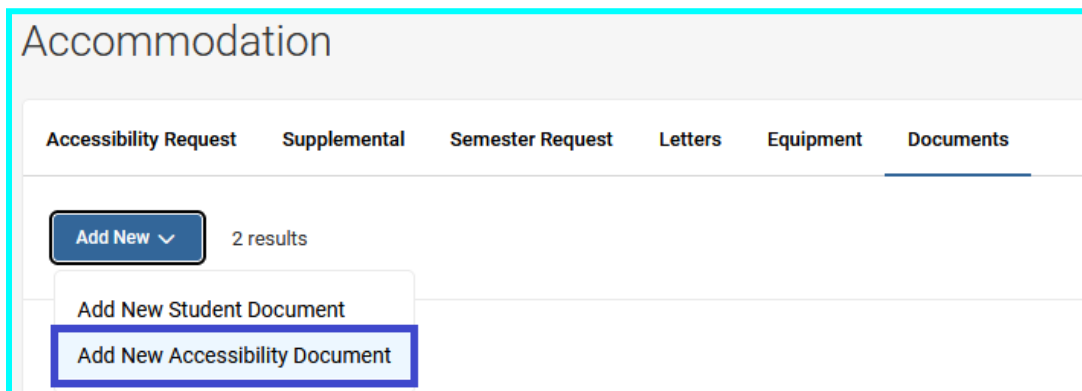
6. Once you are done, press submit and once our office has finished processing your documents, you will receive an email from sympathy accommodate.

How to Submit Additional Documentation

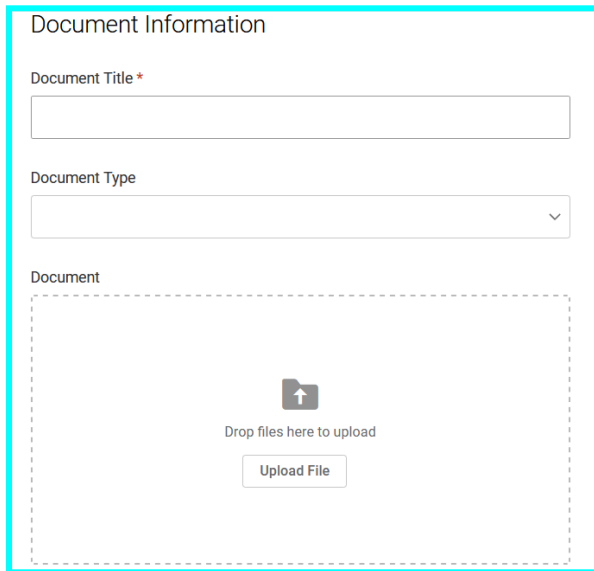
1. Select **Documents** under the **Accommodation** menu on the left-hand side of your screen



2. Under the **Add New** button, select **Add New Accessibility Document**



3. Select the appropriate document type and upload the file



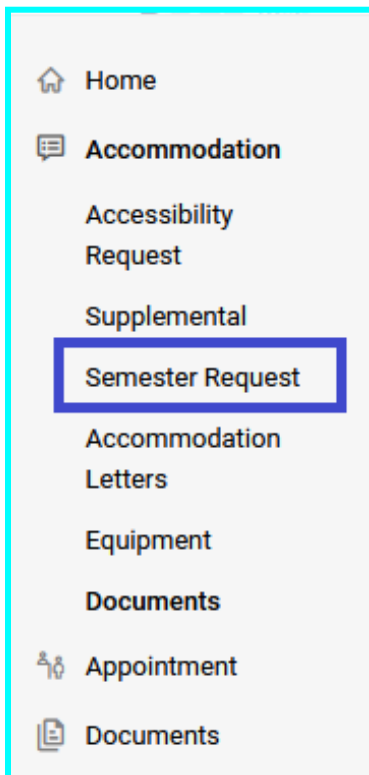
The screenshot shows a form titled "Document Information" with the following fields:

- Document Title***: A text input field.
- Document Type**: A dropdown menu.
- Document**: A dashed box containing a file upload icon (an upward arrow), the text "Drop files here to upload", and an "Upload File" button.

4. Once you are done, click submit

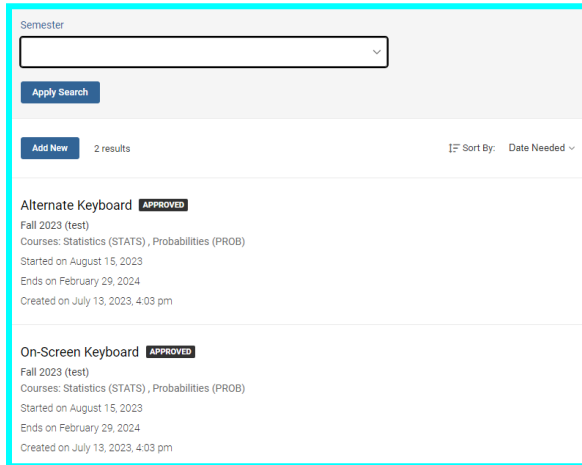
How to Submit a Semester Request

1. Click on *Accommodation* on the left-hand side menu

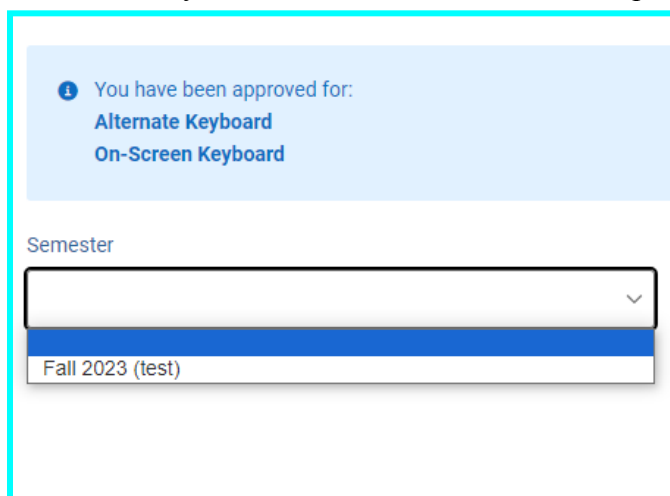


2. Select **Semester Request**

3. On this screen, you can view past semester requests and submit new semester requests by clicking **Add New**.

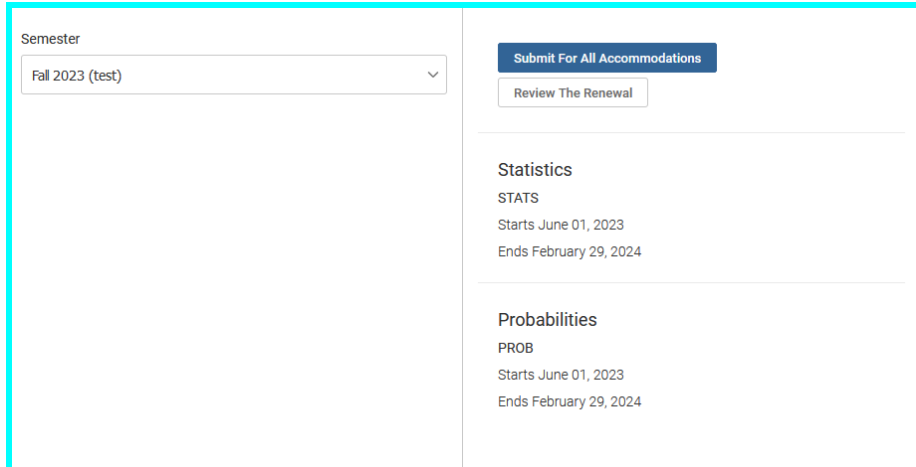


4. You will see the accommodations you are approved for and by clicking on **Semester** you will see semesters you are enrolled in which includes previous semesters.



5. Select the semester you want to request accommodations for

6. Once you have selected a semester, you should see the following on your screen



Semester
Fall 2023 (test) v

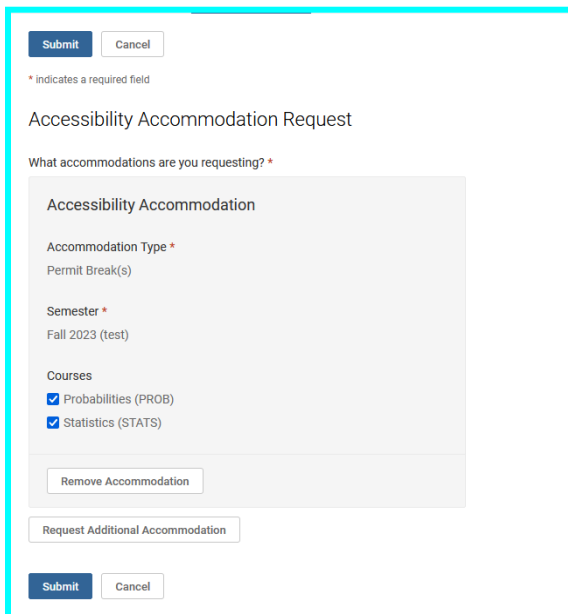
Submit For All Accommodations
Review The Renewal

Statistics
STATS
Starts June 01, 2023
Ends February 29, 2024

Probabilities
PROB
Starts June 01, 2023
Ends February 29, 2024

Select **Submit For All Accommodations** to request that all your accommodations are to be applied to every course you are enrolled in for that semester.

7. If you select **Review The Renewal**, you will be brought to the following screen:



Submit Cancel

* Indicates a required field

Accessibility Accommodation Request

What accommodations are you requesting? *

Accessibility Accommodation

Accommodation Type *
Permit Break(s)

Semester *
Fall 2023 (test)

Courses
 Probabilities (PROB)
 Statistics (STATS)

Remove Accommodation

Request Additional Accommodation

Submit Cancel

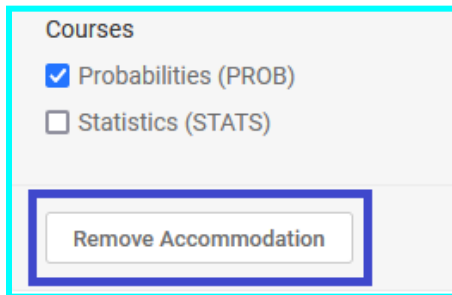
Here you can select which of your accommodations you would like and which courses those accommodation would be applied to.



Semester *
Fall 2023 (test)

Courses
 Probabilities (PROB)
 Statistics (STATS)

If you do not want a certain accommodation, select the ***Remove Accommodation*** button to remove that accommodation from your semester request.

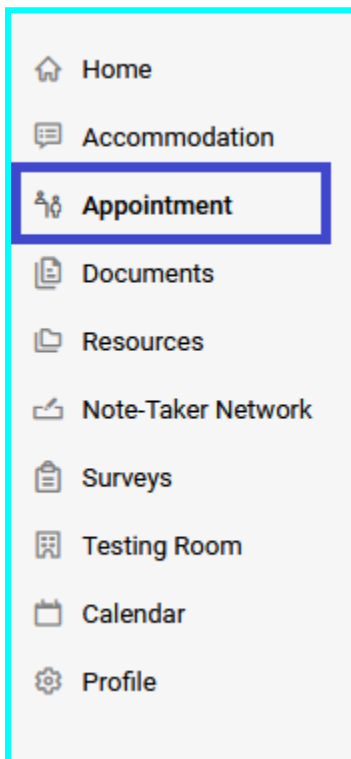


A screenshot of a web interface showing a list of courses under the heading "Courses". The list includes "Probabilities (PROB)" with a checked checkbox and "Statistics (STATS)" with an unchecked checkbox. Below the list is a button labeled "Remove Accommodation", which is highlighted with a blue border.

Once you are done, select ***Submit*** to send us your semester request with the changes you made.

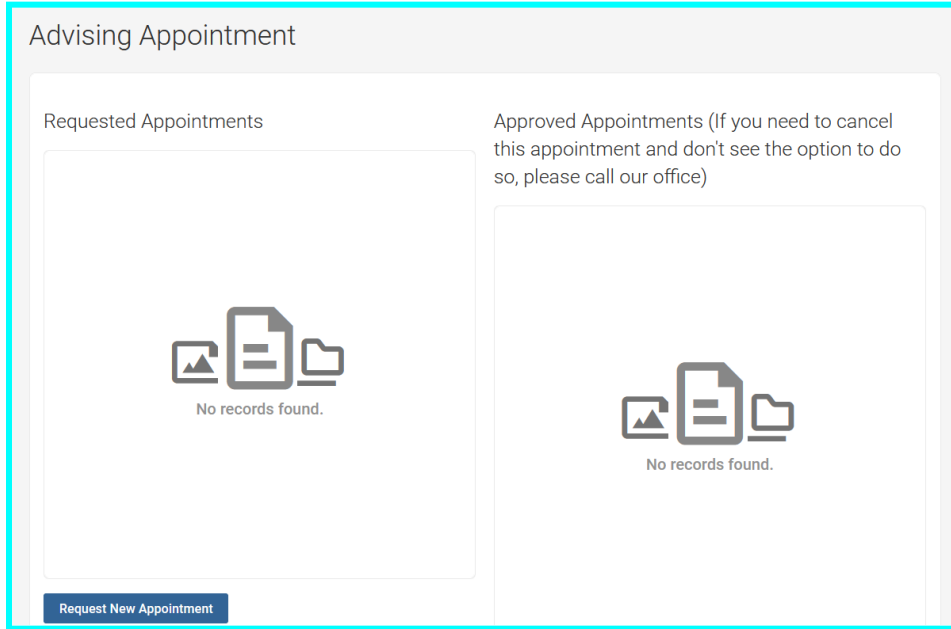
How to Schedule an Intake Appointment

1. Select ***Appointment*** on the left-hand side menu

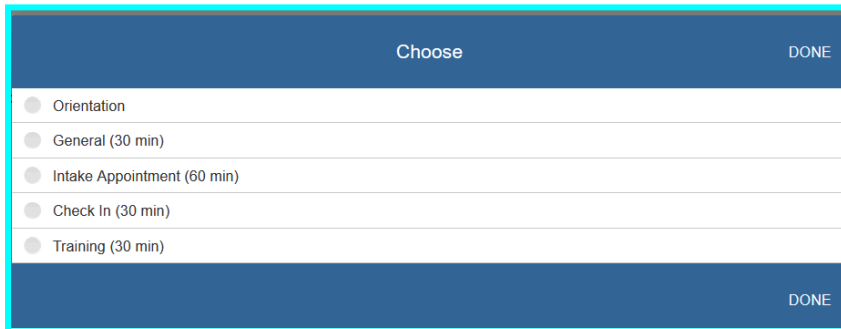


A screenshot of a left-hand side navigation menu. The menu items are: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room, Calendar, and Profile. The "Appointment" item is highlighted with a blue border.

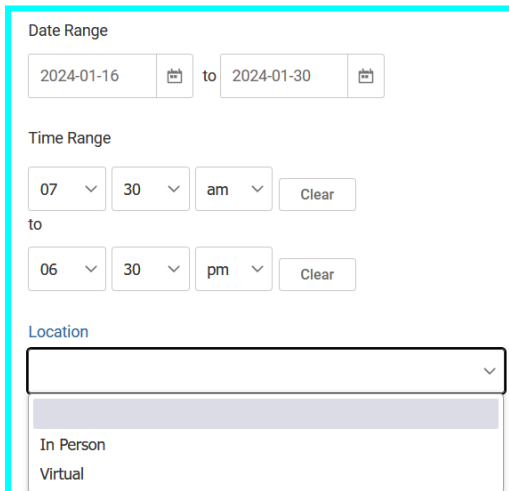
2. On the **Appointment** screen, you will see the appointments you requested and the appointments that are approved. Select **Request New Appointment** to request an appointment.



3. Choose what the appointment is for



4. Select the date/time range you would like to have your appointment and whether you would like it to be in-person or online



5. **If you would like to have a meeting with a specific specialist**, you may select that specialist through the section below. You may also select a specific day of the week if you want. This is optional. Then click ***Check Availability*** to view the times and day the specialist is available.

Counselor(s)

Elena Beharry

Days of the Week

Sun

Mon

Tue

Wed

Thu

Fri

Sat

6. On the list at the right-hand side, select the date and time you desire by clicking on the name of the specialist.

▼ **Tuesday, Jan 23, 2024**

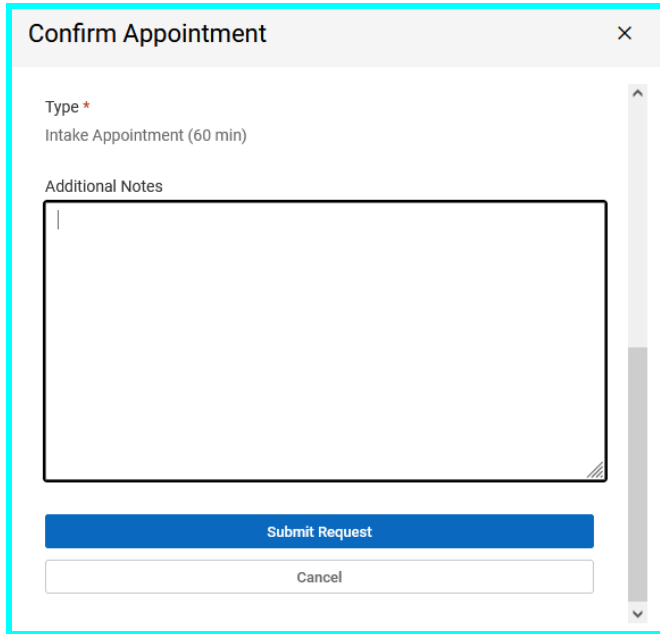
Elena Beharry 3:00 pm
In Person - 60 mins

▼ **Wednesday, Jan 24, 2024**

Elena Beharry 12:15 pm
In Person - 60 mins

Elena Beharry 12:30 pm
In Person - 60 mins

7. Review the appointment information and if you have any additional notes you want the specialist to be aware of, you may type it into the textbox provided. Once you are done reviewing, select ***Submit Request***. You will receive an email when your request is approved or denied.

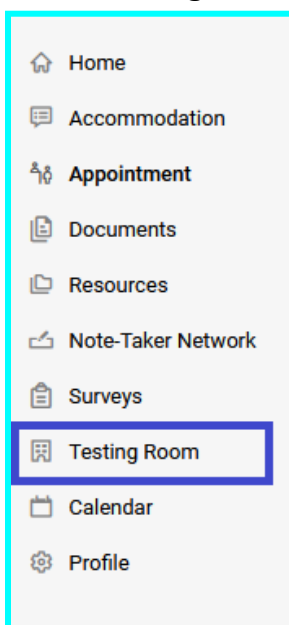


The image shows a 'Confirm Appointment' dialog box. At the top, it says 'Confirm Appointment' with a close button (X). Below that, it asks for 'Type *' and shows 'Intake Appointment (60 min)'. There is a section for 'Additional Notes' with a large text area. At the bottom, there are two buttons: a blue 'Submit Request' button and a white 'Cancel' button.

How to Schedule an Exam Booking Request

IMPORTANT: You Must Submit a Semester Request to Receive Your Accommodations for That Semester ([See How to Submit a Semester Request](#))

1. Select **Testing Room** on the menu at the left-hand side of the screen



2. Here you will see your pending booking requests and your approved booking requests. Select **New Booking Request** under **Pending Booking Request** to send a booking request.

The screenshot shows a user interface with two main panels: "Pending Booking Requests" on the left and "Approved Booking Requests" on the right. Both panels contain a large icon representing a document with a checkmark and the text "No records found." Below the panels, there is a blue button labeled "New Booking Request" which is highlighted with a red border.

3. Select the course the exam is for and date/time range you will be taking your exam

The screenshot shows a form with three sections: "Course", "Date Range", and "Time Range". The "Course" section has a dropdown menu with "Statistics (STATS)" selected. The "Date Range" section has two date pickers: the first is set to "2024-01-16" and the second to "2024-01-30", with a "to" label between them. The "Time Range" section has two rows of time pickers. The first row is set to "08", "00", and "am", with a "Clear" button. The second row is set to "04", "30", and "pm", also with a "Clear" button. A "to" label is positioned between the two rows.

4. Select **New Building** under **Building** and **Testing Lab** under **Room(s)**. Then select the day of the week you would like to take the exam on. Once done, click on **Check Availability** at the bottom.

Building

New Building

Room(s)

+ -

Testing Lab

1 of 1 selected

Days of the Week

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Check Availability

Back To My Booked Rooms

5. On the right hand side, you will see availability for that day of the week within the date/time range you selected. Click on the date and time you would like to take your exam.

Monday, Jan 29, 2024

Testing Lab (23 of 23 slots available)	9:00 am
Testing Lab (23 of 23 slots available)	9:15 am
Testing Lab (23 of 23 slots available)	9:30 am
Testing Lab (23 of 23 slots available)	9:45 am
Testing Lab (23 of 23 slots available)	10:00 am
Testing Lab (23 of 23 slots available)	10:15 am
Testing Lab (23 of 23 slots available)	10:30 am
Testing Lab (23 of 23 slots available)	10:45 am

6. Fill out the form that shows up with your exam information and what type of exam it is

Confirm Exam Booking
×

* indicates a required field

Class Testing Day/Time

📅
↻

▼

▼

▼

Clear

Testing Room *

Testing Lab

Course *

Statistics (STATS)

Exam

7. Select the accommodations you are requesting for this exam and any additional information you believe we should be aware of. Once you are done, select ***Submit Request***.

Accommodations Needed
 Uncheck the accommodations that you do not plan to use for this test room booking.

Additional Time Exam 1 and 0.5

Unavailable Accommodations
 Any available accommodation is allowed in this room.

Notes

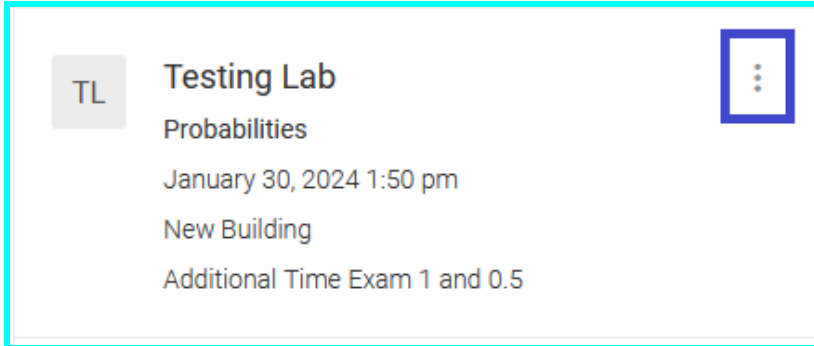
Submit Request

8. You should now see the exam request you have just submitted under ***Pending Booking Requests***. You will receive a notification once this exam request is approved by your Professor.

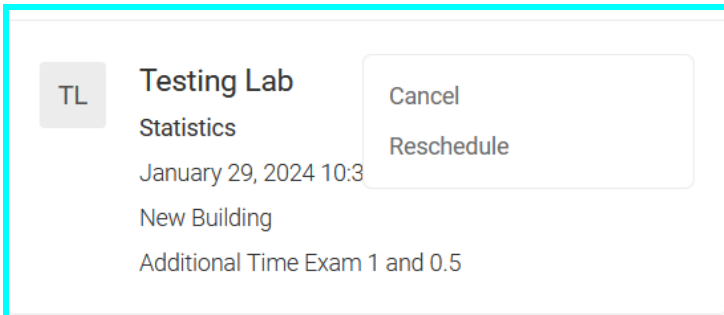
How to Cancel/Reschedule an Exam Request

1. Head to the **Testing Room** view (see step #1 under [How to Schedule an Exam Booking Request](#)).

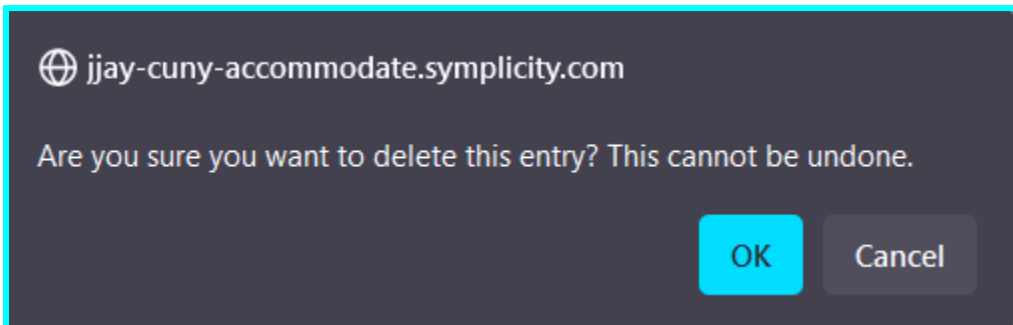
2. Select the three vertical dots on the exam request you plan to cancel/reschedule



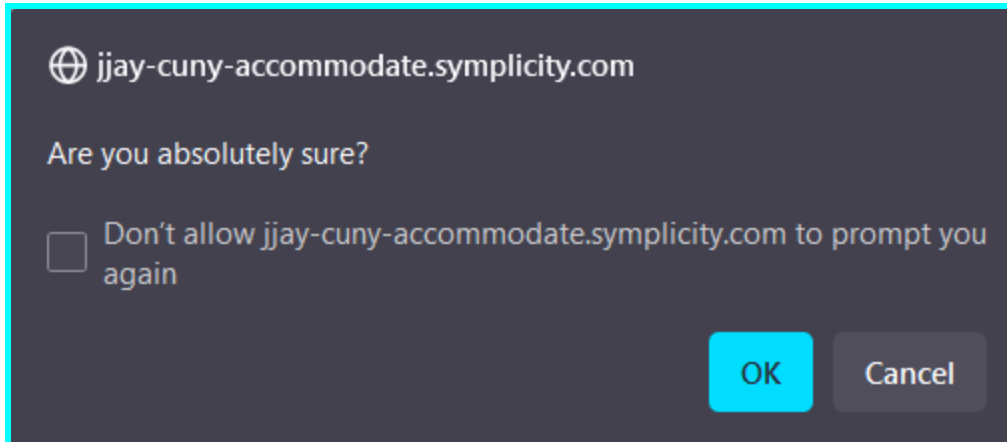
3. If you plan to reschedule the exam, select **Reschedule** and follow steps #3-7 under [How to Schedule an Exam Booking Request](#). If you plan to cancel the exam request, select **Cancel**.



4. After you select **Cancel**, you will receive a popup asking you if you are sure you want to cancel your request.



5. After selecting **OK**, you will receive a second prompt making sure you are certain you want to cancel the request.

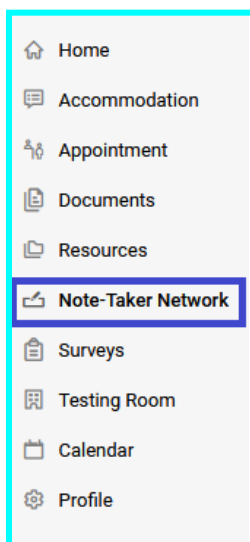


6. After selecting **OK** one more time, the exam request will be canceled.

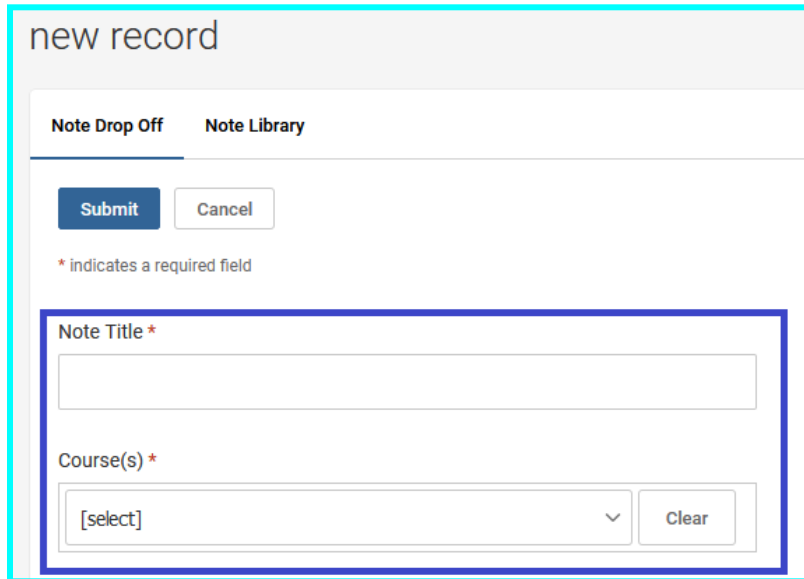
How to do Note Taking on Accommodate

Instructions For Note Takers:

1. Log into symplicity accommodate
2. Select **Note-Taker Network** on the left-hand side menu



3. Here you will put the name and select which course the notes are from



The screenshot shows a web form titled "new record". At the top, there are two tabs: "Note Drop Off" (which is selected) and "Note Library". Below the tabs are two buttons: "Submit" and "Cancel". A note below the buttons states "* indicates a required field". The form contains two main input areas, both highlighted with a blue border. The first is a text input field labeled "Note Title *". The second is a dropdown menu labeled "Course(s) *" with a "[select]" placeholder, a downward arrow, and a "Clear" button next to it.

4. If you have any additional information not on the notes or a specific description about the note you believe should be known, please type it into the description box.



The screenshot shows a text area labeled "Description" with a large empty box for entering text. A small cursor icon is visible in the bottom right corner of the text area.

5. Upload the notes and input the date the notes are taken

Document *

Drop files here to upload

Upload File

Date Notes Taken *

Submit Cancel

6. Click submit and it will send an email to the student you are note taking for. **If you want to view any of the notes you have submitted**, select the *Note Library* tab to see them.

Note Taker

Note Drop Off **Note Library**

Note List Activity Documents

Keywords
Searches title and description

Apply Search Clear More Filters

1 results

Probabilities Notes
Course Probabilities
Size (17.9 kb)
Created on 2024-01-17 11:19 AM
Notes taken on January 17, 2024

Download Test.Docx

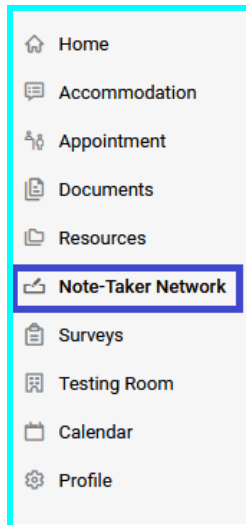
Click on the name of the document to download the file to your computer if needed.

Instructions For Accommodated Students

IMPORTANT: You Must Submit a Semester Request to Receive Your Accommodations for That Semester ([See How to Submit a Semester Request](#))

1. Log into symplicity accommodate

2. Select *Note-Taker Network* on the left-hand side menu



3. On your screen you should be able to see the name of each note that has been submitted and what course they are for.

You can download the notes by clicking on the name of the file.

