

Accommodate Employee User Instructions

Emory University, Department of Accessibility Services (DAS)

Emory University has implemented a new accommodation management platform called Accommodate. Your Accommodate portal will house important information about your accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

For Initial Requests for workplace or parking accommodations, employees will submit their request by completing the form at this link: <https://hr-emory-accommodate.symplicity.com/public/accommodation/> If available, employees are encouraged to upload supporting medical documentation along with their initial request.



Employee Accommodation Request Form

* indicates a required field

Employee Information

Please enter your information

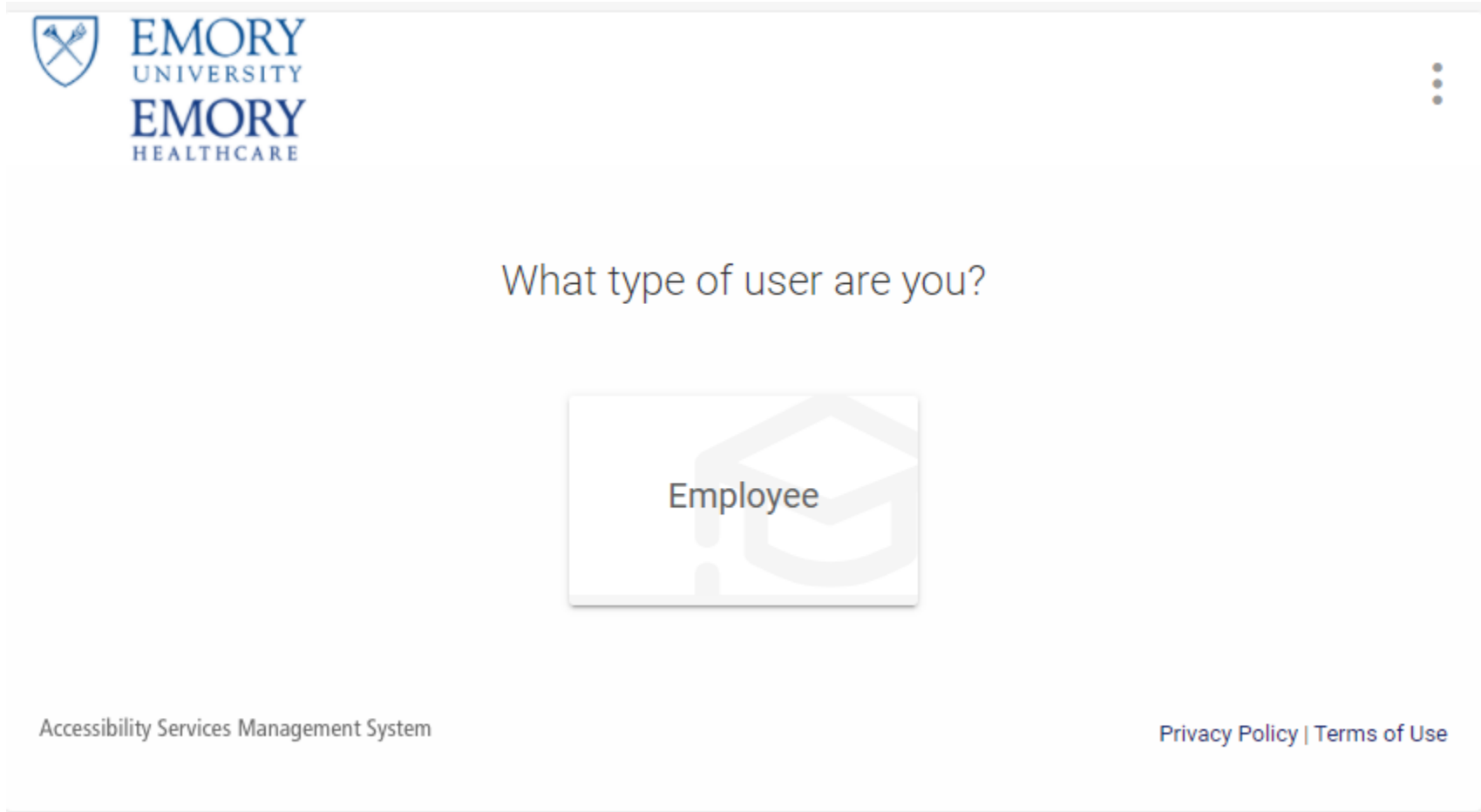
First Name *

Last Name *

Middle Name

Preferred Name *

Following submission of an initial request, employees can access their individual account using their Emory NETID and password at this link: <https://hr-emory-accommodate.symplcity.com/> Log-in and select “Employee”



The screenshot shows the login interface for the Emory University Accommodate system. At the top left is the Emory University logo, which includes a shield with a cross and the text "EMORY UNIVERSITY" and "EMORY HEALTHCARE". At the top right are three vertical dots. The main heading is "What type of user are you?". Below this is a large, light gray button with a graduation cap icon and the text "Employee". At the bottom left is the text "Accessibility Services Management System" and at the bottom right is "Privacy Policy | Terms of Use".

After you log-in, you will arrive in the “Home” section. Within your Accommodate portal, you can:

- View you accommodation requests and the status
- Update or add accommodation requests
- View and download any approved accommodation agreements
- Upload additional documents for review
- Request an appointment with DAS staff
- View valuable resources



A screenshot of the Accommodate portal home page. On the left is a navigation menu with icons and labels: Home, Accommodation, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled "News Feed" and contains a message: "There are currently no announcements or notifications to display." At the bottom of the page, the text "Accessibility Services Management System" is visible.

To view your original accommodation request, select “Accommodation” > “Initial Request”

The screenshot shows a web application interface for Emory University's Accommodation Request system. At the top left is the Emory University and Emory Healthcare logo. Below the logo is a navigation sidebar with the following items: Home, Accommodation, Initial Request, Update/Add Accommodations, Internal Use Only, Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled "Accommodation" and includes a breadcrumb "return | Return to list (Accommodation)". Below the title are four tabs: "Initial Request" (which is selected), "Update/Add Accommodations", "Internal Use Only", and "Letters". The selected tab displays the details for an "Accessibility Accommodation Request". The details include: Request # A00247-2021, Employee Luanne Zwart, and the question "What accommodations are you requesting?". Below this question is a grey box containing the text: "Accessibility Accommodation", "Accommodation Type", "Parking Location Change", "Approved", and "Yes".

To update an accommodation request, request an extension, or request additional accommodations, select “Update/Add Accommodations,” make your selection and then follow the prompts.



Return to Accommodation | Return to list (Supplemental)

[new record]

Initial Request **Update/Add Accommodations** Internal Use Only Letters

Submit **Save** Cancel

* indicates a required field

Updated or Additional Accommodation Request

Select the reason for your request:
Please note that you can only make one selection per request. If you need to renew accommodations AND modify or add, please submit separate requests

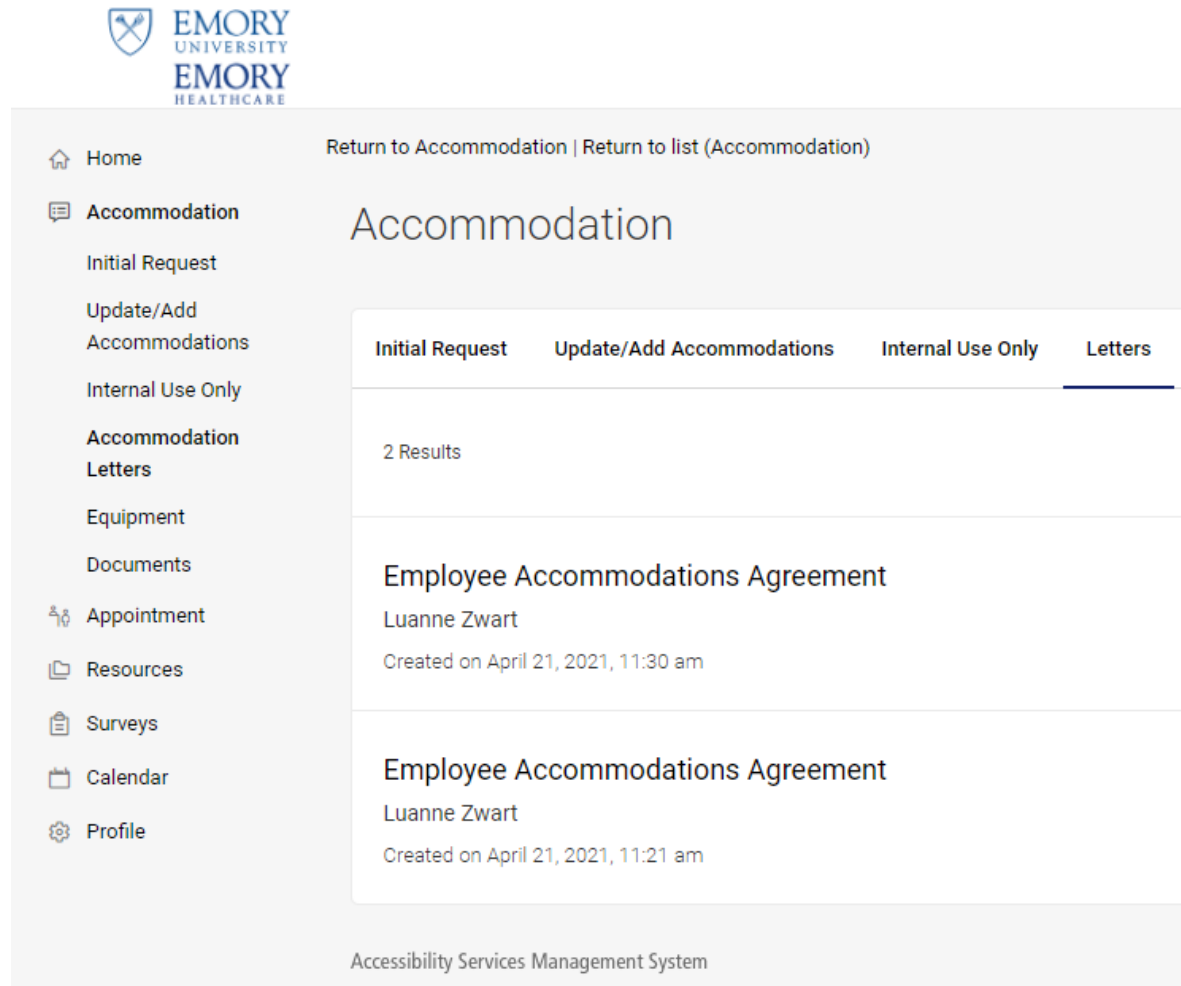
- Renew Existing Accommodation(s)
- Modify Current Accommodation(s)
- Add New Accommodation(s)

Submit **Save** Cancel

Accessibility Services Management System

To view your approved accommodation agreements, select “Accommodation” > “Accommodation Letters”

Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. To return to the full list, select “Return to List (Accommodation Letter)”



The screenshot displays the Emory University Accessibility Services Management System interface. At the top left is the Emory University and Emory Healthcare logo. The main navigation menu on the left includes: Home, Accommodation (with sub-items: Initial Request, Update/Add Accommodations, Internal Use Only, Accommodation Letters, Equipment, Documents), Appointment, Resources, Surveys, Calendar, and Profile. The breadcrumb trail at the top reads "Return to Accommodation | Return to list (Accommodation)". The main heading is "Accommodation". Below this is a tabbed interface with four tabs: "Initial Request", "Update/Add Accommodations", "Internal Use Only", and "Letters". The "Letters" tab is currently selected. Underneath the tabs, it shows "2 Results". The first result is titled "Employee Accommodations Agreement" for "Luanne Zwart", created on April 21, 2021, at 11:30 am. The second result is also titled "Employee Accommodations Agreement" for "Luanne Zwart", created on April 21, 2021, at 11:21 am. At the bottom of the page, the text "Accessibility Services Management System" is visible.

You may review submitted documents, by selecting “Accommodation” > “Documents” and clicking the link to download the document.



Return to Accommodation | Return to list (Accommodation)

Accommodation

Initial Request Update/Add Accommodations Internal Use Only Letters

[Add New Accessibility Document](#) 2 Results

Letter from doctor **ACCESSIBILITY DOCUMENT**
Created on April 21, 2021, 11:26 am
Modified on April 21, 2021, 11:26 am
[Download HTML](#)

Letter from doctor **ACCESSIBILITY DOCUMENT**
Created on April 20, 2021, 2:56 pm
Modified on April 20, 2021, 2:56 pm
[Download HTML](#)

Accessibility Services Management System

To upload additional documents for DAS staff to review with your accommodation request, select “Add New Accessibility Document,” add a title, select the document type (Word, PDF, JPEG) and then upload the file from your device.



Return to Accommodation | Return to list (Documents)

Home

Accommodation

- Initial Request
- Update/Add Accommodations
- Internal Use Only
- Accommodation Letters
- Equipment
- Documents

Appointment

Resources

Surveys

Calendar

Profile

accessibility

Initial Request Update/Add Accommodations Internal Use Only Letters

Submit **Save** Cancel


* indicates a required field

Document Information

Document Title *

Document Type

Document



Drop files here to upload

Upload File

To request an appointment with a DAS staff member, select “Appointment Request” > “Request New Appointment”




Home / Appointment

Appointment


- Home
- Accommodation
- Appointment**
- Resources
- Surveys
- Calendar
- Profile

Requested Appointments



No records found.

Approved Appointments



No records found.

[Request New Appointment](#)

To view resources uploaded by DAS, select “Resources” > “Resource Library”



Home / Resources / Resource Library

Resources

Keywords
Searches document name and description.

[Apply Search](#) [More Filters](#)

1-20 of 27 Results

- [Accommodating Faculty Members Who Have Disabilities](#)
Size 179.0 kb
- [Accommodating the Allergic Employee in the Workplace](#)
Size 162.0 kb
- [An Overview of the Americans with Disabilities Act](#)
Size 214.8 kb
- [Articles on People with Disabilities in Healthcare Jobs](#)