

## 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/](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.symplicity.com/> Log-in and select “Employee”

What type of user are you?

Employee

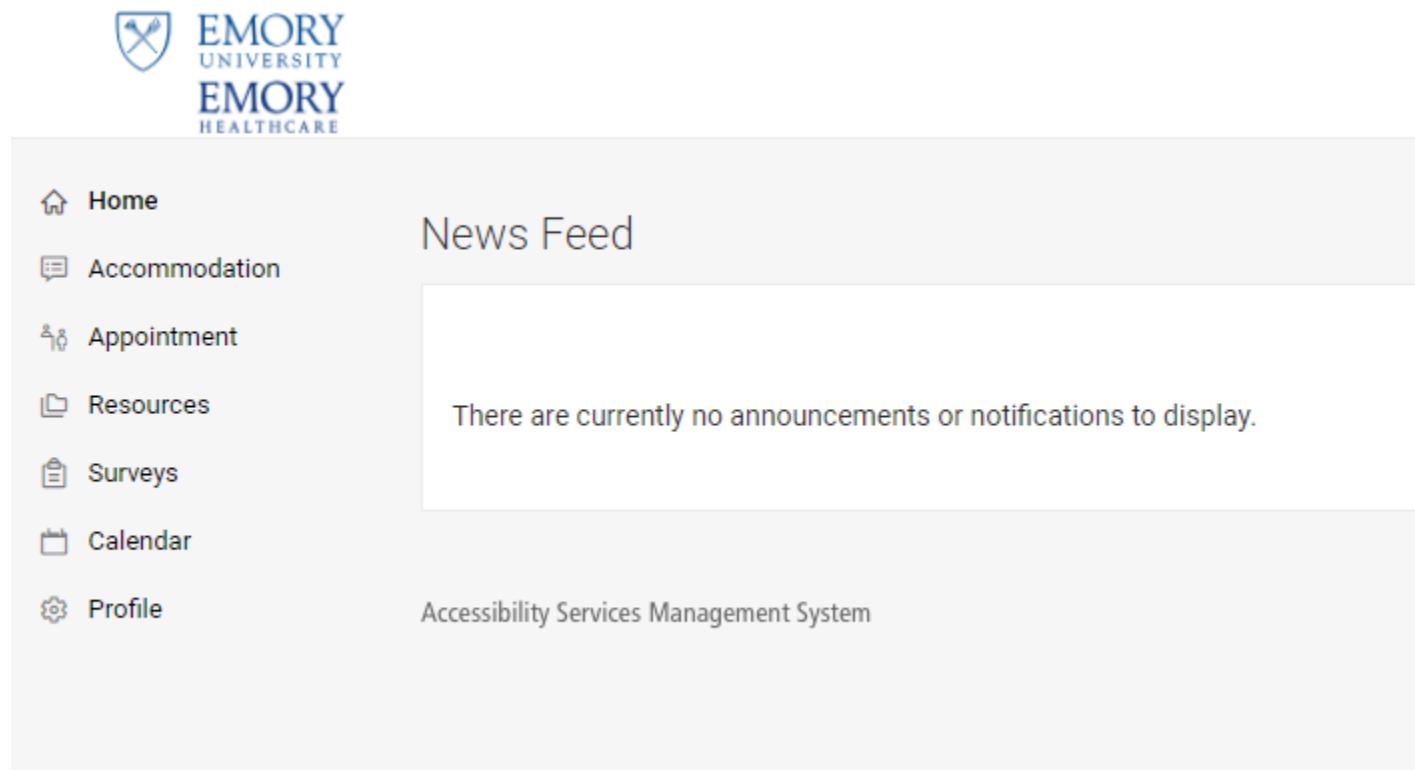
Accessibility Services Management System

Privacy Policy | Terms of Use

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

- View your 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



The screenshot shows the Emory University Accommodation Services portal. At the top, the Emory University logo is displayed, featuring a blue shield with a white cross and a book, with the text "EMORY UNIVERSITY" above "EMORY" and "HEALTHCARE" below it. The main navigation menu on the left includes links for Home, Accommodation, Appointment, Resources, Surveys, Calendar, and Profile. The "Home" link is currently selected, indicated by a blue icon and the word "Home" in blue. The main content area is titled "News Feed" and contains the 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”



return | Return to list (Accommodation)

Home

Accommodation

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

Appointment

Resources

Surveys

Calendar

Profile

## Accommodation

Initial Request    Update/Add Accommodations    Internal Use Only    Letters

### Accessibility Accommodation Request

Request #  
A00247-2021

Employee  
Luanne Zwart

What accommodations are you requesting?

#### Accessibility Accommodation

Accommodation Type  
Parking Location Change

Approved  
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

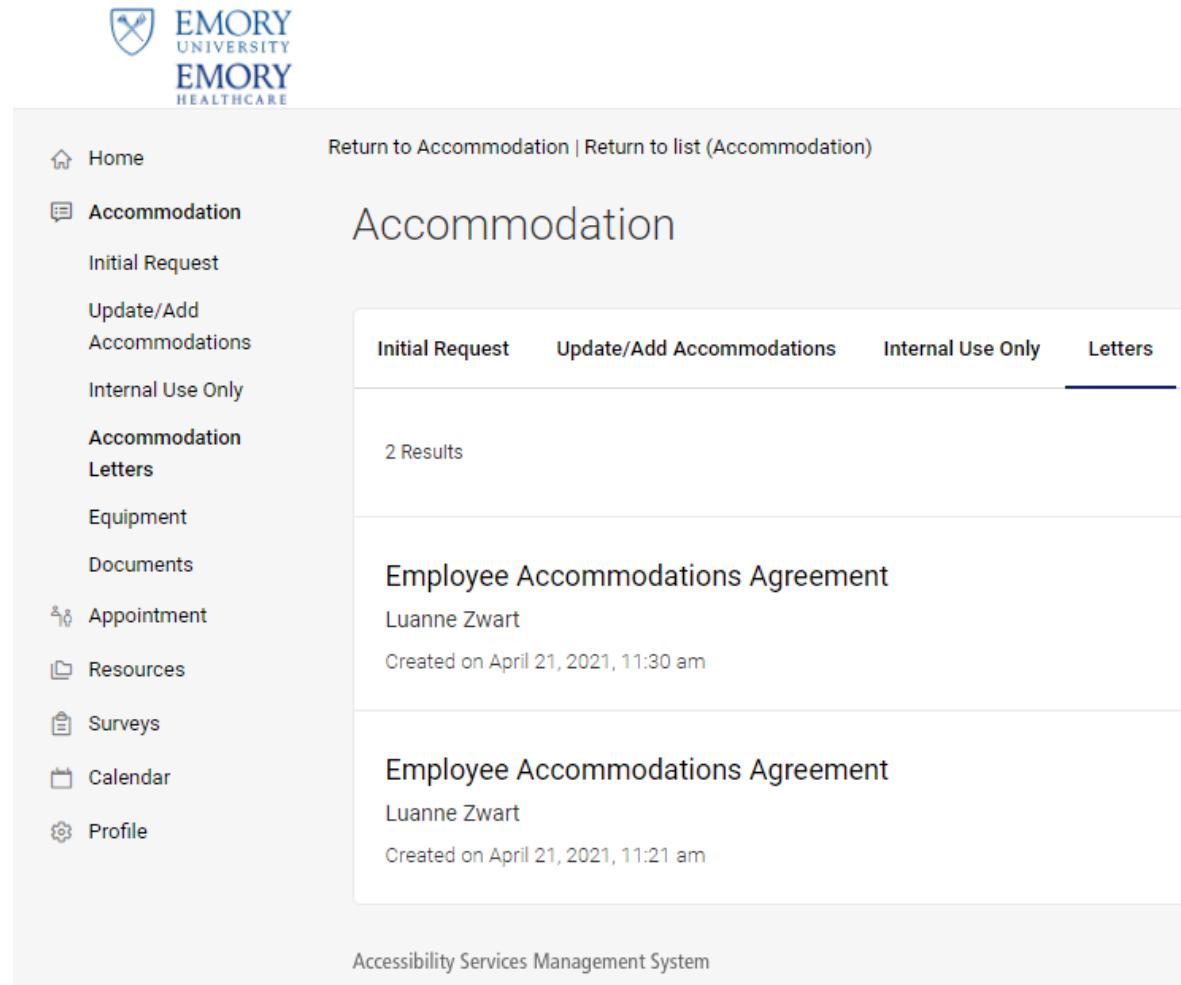
Renew Existing Accommodation(s)  
 Modify Current Accommodation(s)  
 Add New Accommodation(s)

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 shows a web interface for the Emory University Accessibility Services Management System. At the top, the Emory logo is visible, followed by the text "EMORY UNIVERSITY" and "EMORY HEALTHCARE". The left sidebar contains a navigation menu with the following items: Home, Accommodation (which is expanded to show: Initial Request, Update/Add Accommodations, Internal Use Only, and Letters), Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, Calendar, and Profile. The main content area has a header "Accommodation" and a sub-header "Accommodation Letters". Below this, there is a table with four columns: "Initial Request", "Update/Add Accommodations", "Internal Use Only", and "Letters". The "Letters" column is underlined, indicating it is the active tab. The table displays "2 Results". The first result is an "Employee Accommodations Agreement" created by Luanne Zwart on April 21, 2021, at 11:30 am. The second result is another "Employee Accommodations Agreement" created by Luanne Zwart on April 21, 2021, at 11:21 am. At the bottom of the page, the text "Accessibility Services Management System" is displayed.

Initial Request	Update/Add Accommodations	Internal Use Only	Letters
2 Results			
<b>Employee Accommodations Agreement</b> Luanne Zwart Created on April 21, 2021, 11:30 am			
<b>Employee Accommodations Agreement</b> Luanne Zwart Created on April 21, 2021, 11:21 am			

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

Requested Appointments

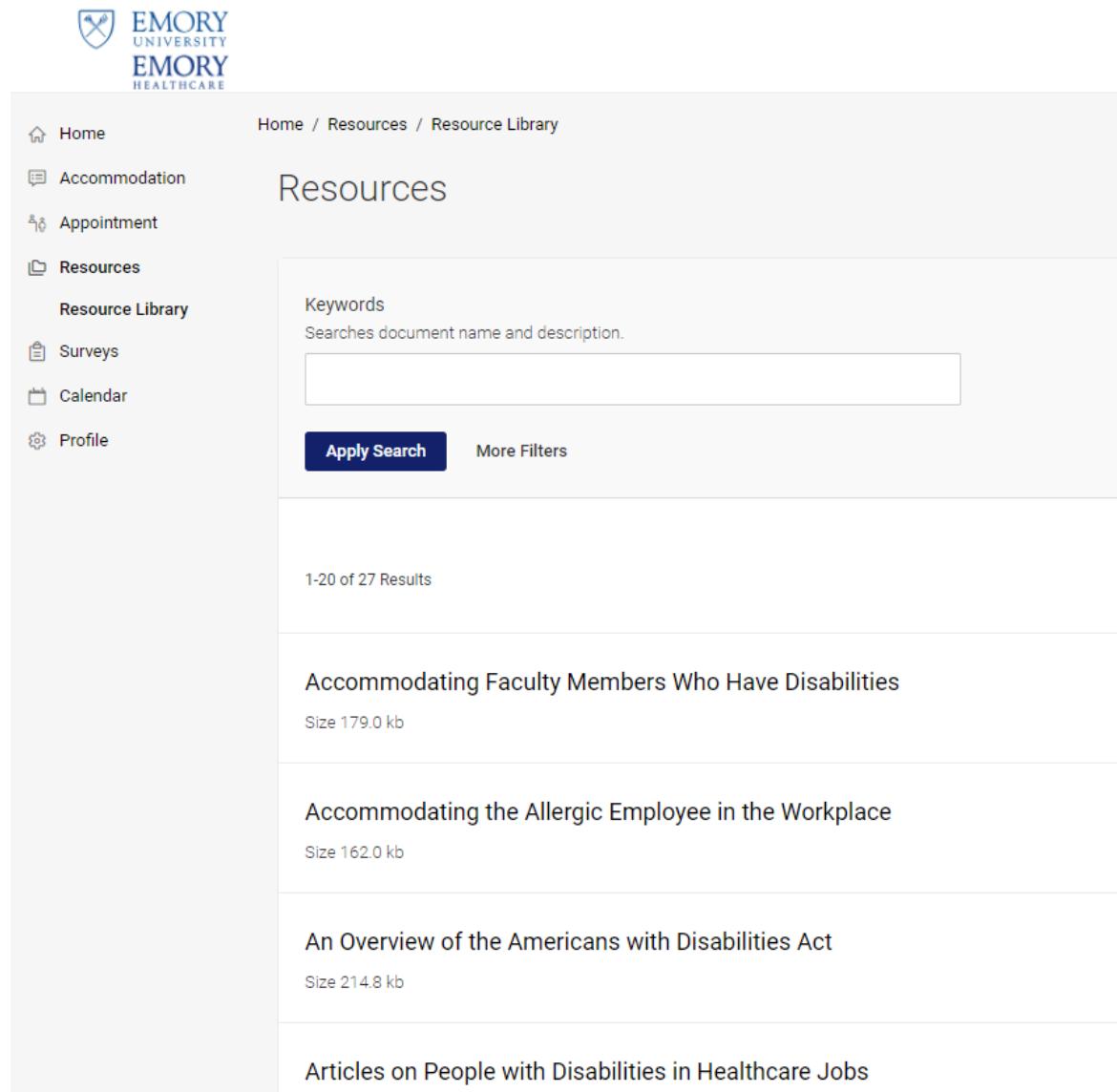
No records found.

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