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.

EMORY
UNIVERSITY
EMORY
HEALTHCARE

Employee Accommodation Request Form

* indicates a required field

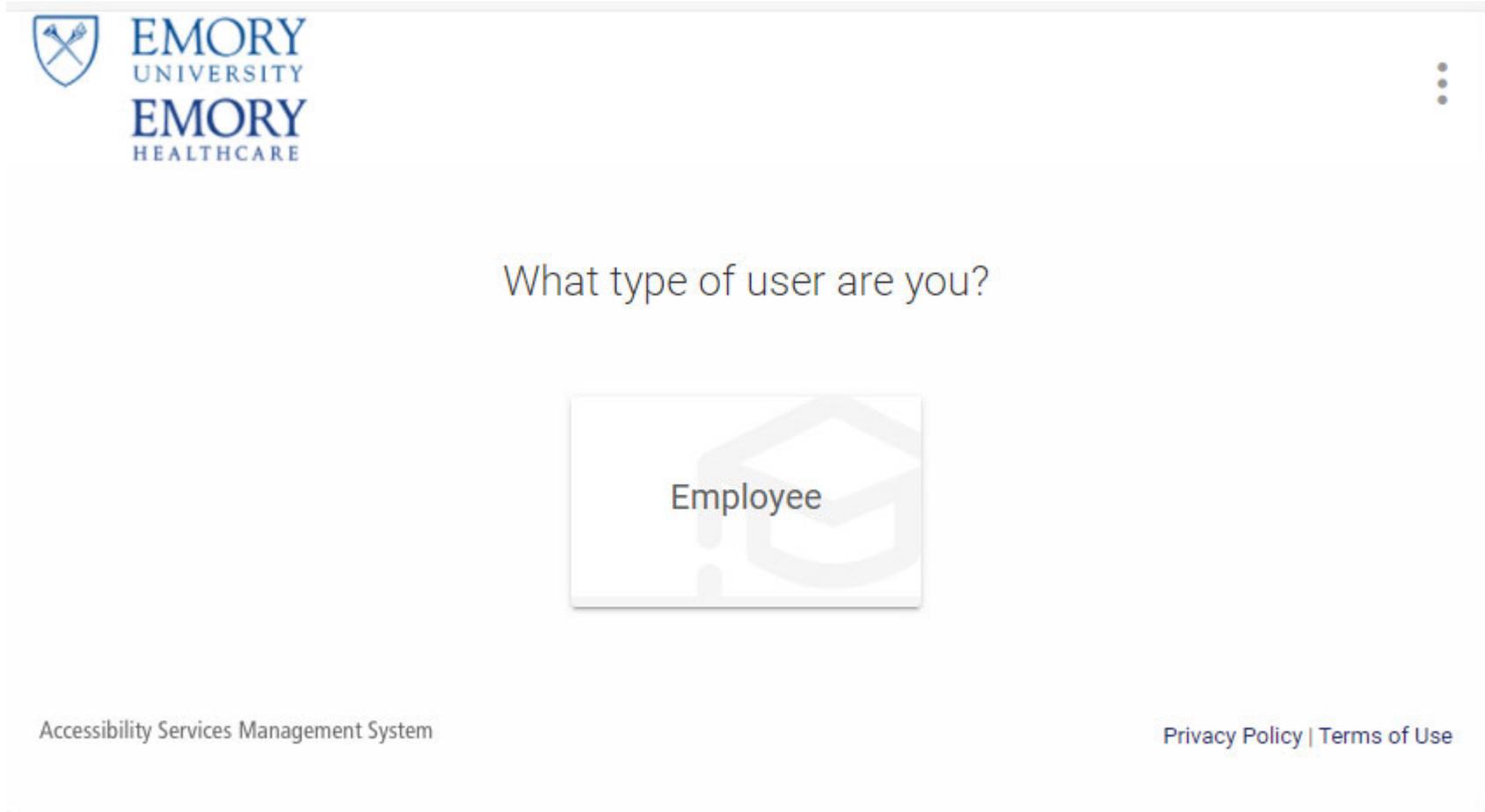### Employee Information
Please enter your information

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"

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**

EMORY UNIVERSITY
EMORY HEALTHCARE

⌂ Home
🖃 Accommodation
🔠 Appointment
🗁 Resources
🗎 Surveys
🗓 Calendar
⚙ Profile

News Feed

There are currently no announcements or notifications to display.

Accessibility Services Management System

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

EMORY UNIVERSITY
EMORY HEALTHCARE

Home	return	Return to list (Accommodation)

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

Left navigation:
- Home
- Accommodation
  - Initial Request
  - Update/Add Accommodations
  - Internal Use Only
  - Accommodation Letters
  - Equipment
  - Documents
- Appointment
- Resources
- Surveys
- Calendar
- Profile

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

EMORY
UNIVERSITY
EMORY
HEALTHCARE

Return to Accommodation | Return to list (Supplemental)

[new record]

🏠 Home

💬 Accommodation

　　Initial Request

　　Update/Add
　　Accommodations

　　Internal Use Only

　　Accommodation
　　Letters

　　Equipment

　　Documents

👥 Appointment

📁 Resources

📋 Surveys

📅 Calendar

⚙ Profile

| 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
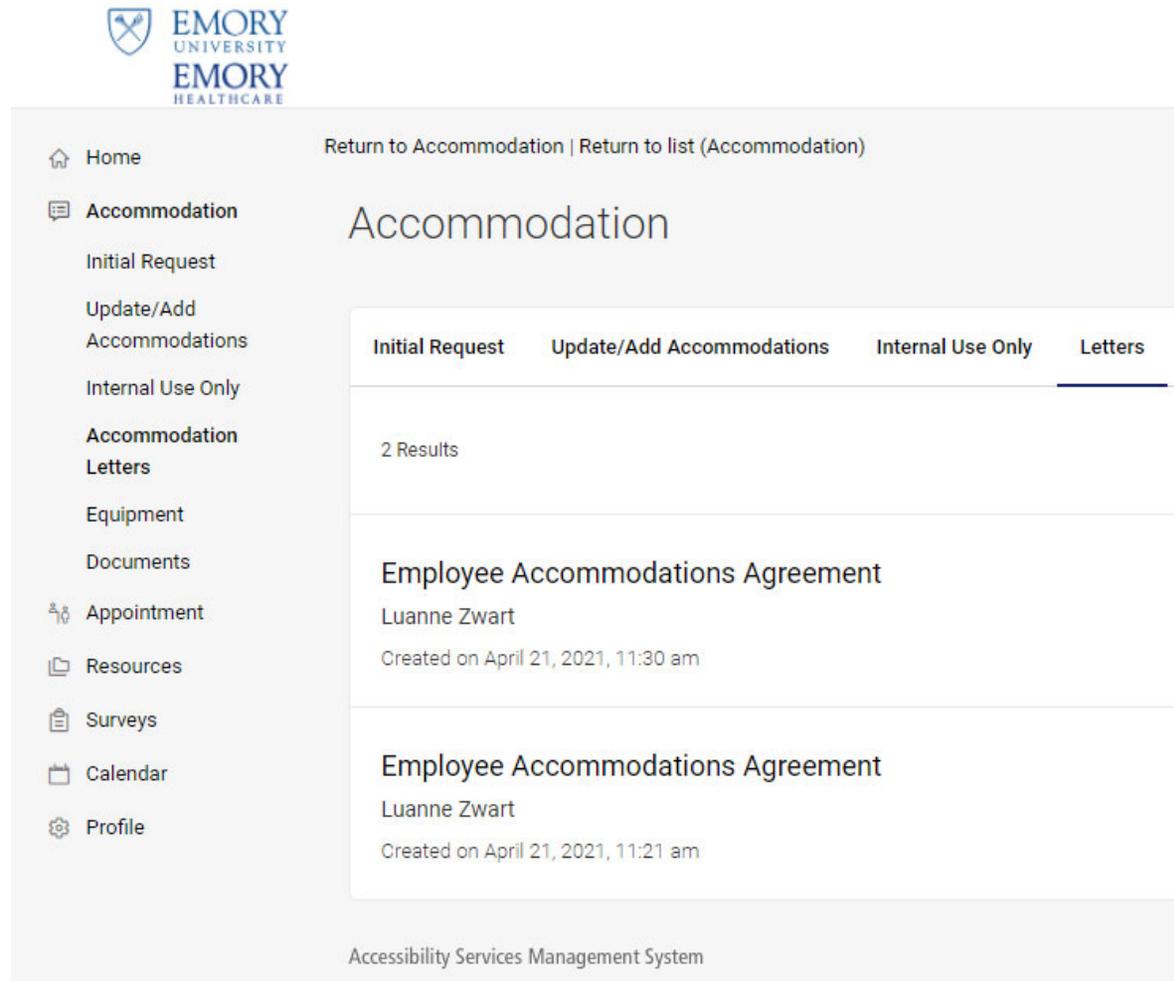
○ Renew Existing Accommodation(s)

○ Modify Current Accommodation(s)

○ Add New Accommodation(s)

Submit **Save** Cancel

Accessibility Services Management System

5

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)"

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

EMORY
UNIVERSITY
EMORY
HEALTHCARE

Return to Accommodation | 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

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.

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

EMORY
UNIVERSITY
EMORY
HEALTHCARE

Home / Appointment

⌂ Home
▣ Accommodation
⚙ **Appointment**
▢ Resources
▤ Surveys
▭ Calendar
⚙ Profile

Appointment

Requested Appointments

No records found.

Approved Appointments

No records found.

Request New Appointment

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