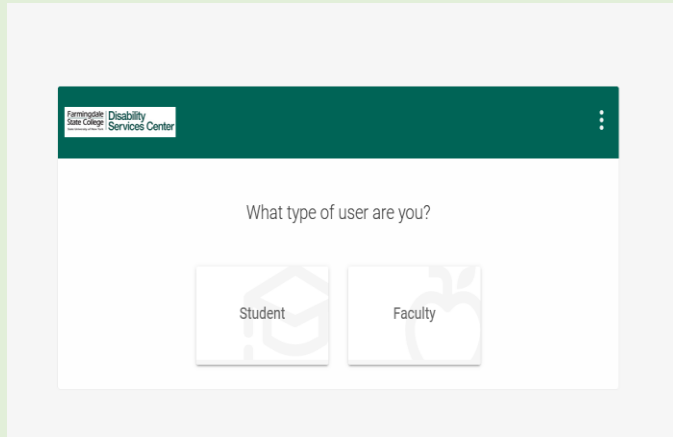


Guide to Accessing Student Accommodation Letters

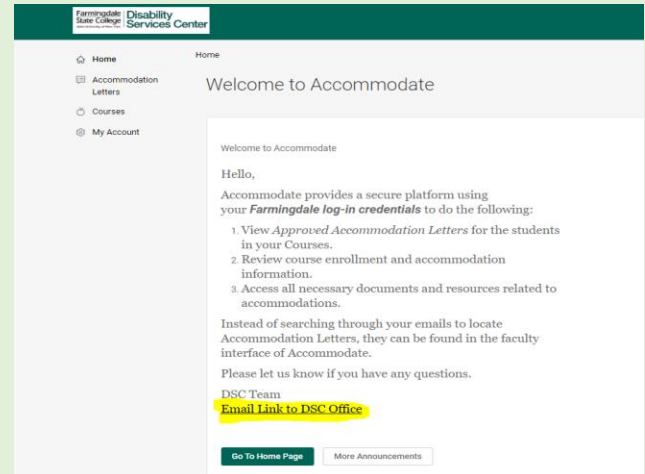
1. Log in to Accommodate with your FSC credentials.
2. Home screen will have any Announcements for you to review.
3. Accommodation Letters on the Left navigation will be the main place you'll go to review Semester Accommodation Letters.

Log-in Screen

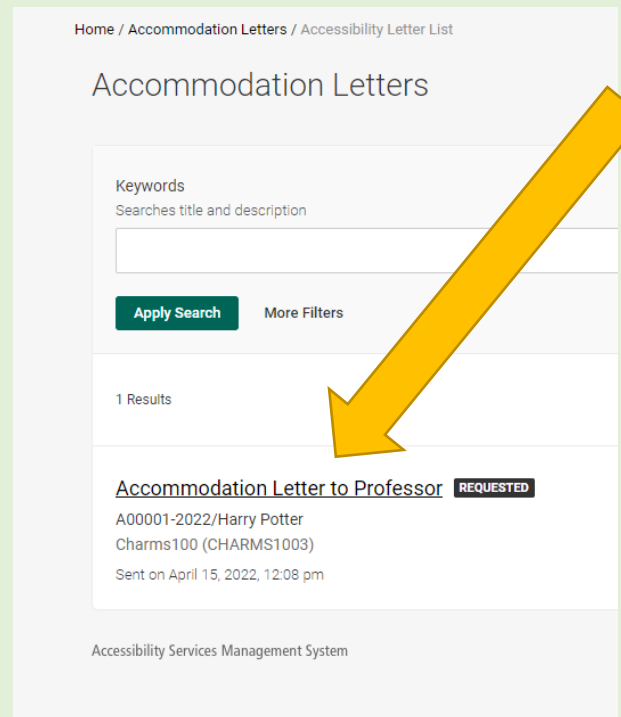
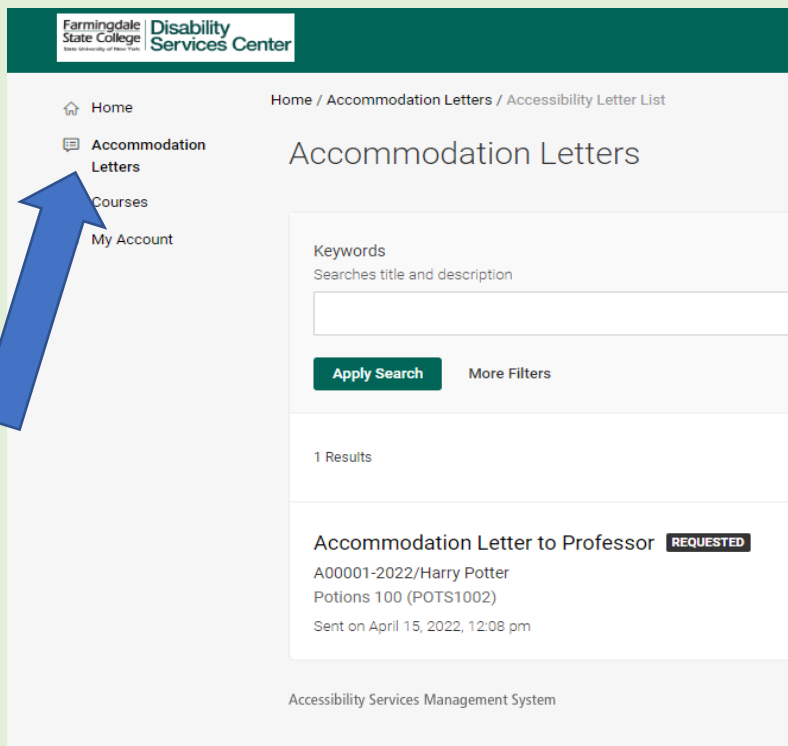
<https://farmingdale-accommodate.symplicity.com/>



Welcome Message to Faculty



Accommodation Letters Tab



You can filter the Accommodation Letters by Semester, Course, Date or Keywords. Select the **More Filters** option.

Accommodation Letters

Keywords
Searches title and description

Apply Search **More Filters**

For Semester Filter, complete the field and **Apply Search**.

Accommodation Letters

Keywords
Searches title and description

Semester
Completing this field will cause the page to reload. All fields will retain their values.

Course

Sent/Submitted

 to

Apply Search **Fewer Filters**

On the main portion of the page, you will see a list of letters for each student in your course that has Approved Accommodations for that semester. Hover over the letter you wish to review and click.

Sample Student Accommodation Letter

Home / Accommodation Letters / Accommodations Letters Details

Accessibility Letter sent at 2022-11-29 11:55:55

Save Print Letter Generate PDF Cancel

* indicates a required field

Send Notification

Subject
Accommodation Letter to Professor

Farmingdale State College | **Disability Services Center**
State University of New York

November 29, 2022

Dear Professor,

Please consider this your official notification of approved accommodation for the below referenced student in your **Potions 100 (POTS1002)** for Fake Spring 2022 semester.

Student: **Harry Potter**
Student ID: 731000

Confirming Receipt of Letter (Optional)

Farmingdale, New York 11735
934-420-5174 Fax 934-420-5173
dsc@farmingdale.edu

Sent/Submitted
November 29, 2022, 11:55 am

Attachments

Document Information

Document Title
DSC Testing_Procedures_Fall_2022.pdf

File Name
[Testing_Procedures_Fall_2022.pdf](#)

Size
298729

Recipient Signature

Please electronically sign below.

Your Signature *

Save Print Letter Generate PDF Cancel

(OPTIONAL) Many professors will email us a confirmation of receipt. Now, you can easily open the letter and initial the bottom or write your full name and **SAVE**. DSC will receive a notification that the Student's Approved Accommodation Letter for the semester has been received and reviewed.

Below is a look at what it will look like on our end.

Recipient(s)	Emailed	Draft	Sent/Submitted	Sent By	Signature	Parent Letter	Course	Notify Faculty
Minerva McGonagall (m.mcgonagall@hogwarts.edu)	Yes	no	November 29, 2022, 12:02 pm	Nicole Scruggs	mm 2022-11- 29 12:05:47	Accessibility Letter sent at November 29, 2022, 12:02 pm	Transfiguration 100 (TRNSFN100 4)	Yes