**Accommodate Student User Instructions**

South Dakota Mines

SD Mines 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.

**To submit an initial request for accommodations, use this URL:** [**https://sdsmt-accommodate.symplicity.com/public\_accommodation/**](https://sdsmt-accommodate.symplicity.com/public_accommodation/)



**Log-in to Accommodate here:** [**https://sdsmt-accommodate.symplicity.com/**](https://sdsmt-accommodate.symplicity.com/) **and select “Student”**



**After you log-in you will arrive in the “Home” section.**

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**To view your original accessibility request, select “Accommodation” > “Accessibility Request”**

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**To view your accommodation letters, select “Accommodation” > “Accessibility 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)”**

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**To submit a request for supplemental accommodations, select “Accommodation” > “Supplemental Request” > “Add New”**

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**To renew your accommodations, select “Accommodation” > “Renewal Request” > “Add New”**

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**To request an appointment with an Accessibility Services staff member, select “Appointment Request” > “Request New Appointment”**

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**To upload a new document, select “My Documents” > “Add New”**

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**To view resources uploaded by Accessibility Services, select “Resources” > “Resource Library”**

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**By selecting “Profile” on the homepage you can view and edit your account details**

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