Hello! This guide gives you an overview of CTY’s Accommodate system. You will use the system to request support or accommodation for your child. Even if your child does not require formal accommodations in CTY programs or testing, the Accommodate system will still be used to ensure any information you would like CTY program staff to be aware of while working with your child is shared accordingly.

Accommodate will allow you as a parent/guardian to take the following key actions:
* Submit an initial request for accommodations/provide general information about your child’s strengths and weaknesses
* Review your initial request for accommodation
* Request new accommodations (different than those initially submitted)
* Renew previous accommodation requests for new CTY courses or testing
* Securely upload documentation to support requests
* Review current and previous accommodation letters

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Submitting your Initial Accommodations Request using Accommodate

1.) Login to your MyCTY account.
2.) Click on the link on that says “Accommodation Requests for CTY Programs and SCAT/STB Testing”
3.) Review Symplicity’s Terms & Conditions (Symplicity is the developer the Accommodate system).
4.) Type your name (exactly as shown) to confirm you reviewed the Terms & Conditions and hit “Submit.”
5.) After reviewing and consenting to the terms & conditions, you will be brought to the screen below. Click on “Request/Review Accommodations via CTY’s Accommodate.” This will take you to the initial online accommodations request form. You will only complete this form once. If your child returns to CTY for another course or program, you will just be able to renew accommodations via Accommodate (details on this later).

6.) When you click on the link, you will be taken to the Accommodate initial accommodations request form.

7.) Complete and submit this form. After completing this form, you need to take no further action until hearing from CTY Disability Services. You will receive a confirmation email that the form has been submitted. If you have documentation supporting your request on hand, please attach it where indicated on this form.
Logging into Accommodate After Submitting Your Initial Accommodations Request

After you have submitted your initial request, after a 24 business hour period, you will be able to log into Accommodate and review your initial request as well as request additional accommodations and upload any further supporting documentation.

Here is how you will log into Accommodate:

1.) Log in to your MyCTY account.
2.) Click on the “Accommodations Requests for CTY Programs and SCAT/STB Testing” link.
3.) Click on the link to “Request/Review Accommodations via CTY’s Accommodate.”
4.) You then may be asked to log-in again on what looks like the MyCTY log in page- use your MyCTY credentials.

5.) This should then take you to the Accommodate home page.
Navigating Accommodate

There are several areas you will be able to access once within Accommodate.

1.) Home screen
2.) Accommodations
3.) Profile
4.) Documents
5.) Resources
6.) Surveys
7.) Calendar

Home screen

The home screen will have any general announcements, a link to a summary of your activity in the system, a link to review/request accommodations, and a link to access your documents.

In the top corner, there are several icons to be aware of.

- This arrow icon opens a separate window for Accommodate.
- This “My Account” icon takes you to the Profile tab.
- This question mark icon shows FAQs for some sections in Accommodate.
- This printer icon allows you to print the screen you are on.
- This accessibility icon switches Accommodate into Accessibility Mode if you are accessing Accommodate using assistive technology. The information is the same, but formatted differently for optimal compatibility with assistive technology.
Accommodations

This is the most important section of the system for you. In the Accommodations section you can:

- Review your initial accommodations request

You cannot edit these entries, but you can review what has been requested and approved.
• **Request a new accommodation**

If your child requires a different accommodation for an online or summer course vs. testing accommodations or if they have found a new accommodation to be successful since their last CTY program/test, this tab is where you can request that new accommodation. Simply click the “Request for New Accommodations” tab and then the “Request New Accommodation” button.

Complete the fields as indicated.
• **Request a renewal of previous accommodations**

If your child is returning to CTY taking a new course or program or is testing again, you can log into Accommodate and submit a request to renew previously approved accommodations.

First click the “Request Accommodation” button to select the previously approved accommodations you would like to renew.

Then, select the Program Enrollment for which you’d like to renew the accommodations requested. Select “Testing” for testing accommodations. If you are unsure what to select, make your best guess. This can be adjusted later.
After selecting the appropriate program, click “Review the Renewal.”

Next review and complete the renewal form for each accommodation.

You can request all of the previous accommodations (just click the “Request Additional Accommodation” button, or you can just choose a few of previously approved accommodations. If your child needs new accommodations, go back to the “Request for New Accommodations” tab or just make a note anywhere on this form.
Hit “Submit” after reviewing and adding all accommodations needed.
• **Viewing Accommodation Letters**

The “Letters” tab will show PDF copies of all final Accommodation Letters for your child with the dates the letters were created if you chose for them to emailed to you.

![Accommodation Letters Table](image)

• **Equipment**

If your child borrows any equipment from CTY, you may see some information in this tab. There is nothing you need to act on as this is all managed by CTY staff.

• **Viewing uploaded documents/uploading documents**

Under the “Documents” tab, you can view documents you or CTY Disability Services has uploaded. You can select the “Add New General Document” to upload notes, etc. You can select “Add New Document to Support Request” to upload supporting documentation.

![Documents Table](image)
• **Notes**

Under the “Notes” tab, you can view notes that CTY Disability Services has provided (if any).

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### Student Profile

Under the student profile tab, you will have access to general information entered about your child. There is no need to update anything here. You can view an activity summary under this menu by clicking on the “Activity Summary.”
Documents

Under the documents tab, you can view and securely upload documents. Just click “Add New,” enter a document title, and select the file from your desktop. It is best if you upload PDFs only, but other document types will work. They may take longer to upload though.

The documents you upload here will also be viewable under the “Documents” tab in the “Accommodations” section as well.

Resources

CTY Disability Service may upload resource documents here in special circumstances. Otherwise, you do not need to access this area.
Surveys

CTY Disability Services may publish a survey to voluntarily complete. This would be available here. Otherwise, you do not need to access this area.

Calendar

This calendar is available for your use if you desire. Otherwise, you do not need to access this area.
Questions?

For some sections, there are some FAQs. These can be accessed by clicking the “?” icon in the top corner.

If you have any questions or issues using Accommodate, please do not hesitate to contact Melissa Kistler at melissa.kistler@jhu.edu or 410-735-6206/410-491-0632.