Accommodations Request- For *NEW* Accommodations after Initial Request

**Accommodate works best if you clear your browser cache and/or use an incognito window while logging in.**

*If you have any issues accessing Accommodate or completing the form as noted below, contact Melissa Kistler (melissa.kistler@jhu.edu).

1.) Log into parent MyCTY account.

2.) Click link titled “Accommodations for CTY Programs and SCAT/STB Testing” (on left-hand side menu)
3.) Click the link to “Request/Review Accommodations via CTY’s Accommodate.”

4.) You will then be prompted to enter your MyCTY credentials again. This must be your child’s CTY Student ID number and your MyCTY password.
5.) You will then be logged into Accommodate. Please note if you get an error message- try clearing your browser cache and/or using an incognito browser window to log in. If an error persists, email melissa.kistler@jhu.edu and provide a screen shot of the error including the web address if possible.

6.) To request accommodations that have not been requested before, click “Accommodation”-> “Request for New Accommodation.”
7.) Click the “ADD NEW” button.

8.) Complete the form as noted and hit “SUBMIT” upon completion. You can add new documentation to this form as well as indicate any updated diagnoses.
9.) After submission, you will see the confirmation shown below. You will hear back from CTY Disability Services once the renewal has been approved and/or with any questions. If you do NOT hear back from CTY Disability Services within 48 business hours at most, reach out to Melissa Kistler at melissa.kistler@jhu.edu.