Accommodations Request- For Renewal of 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/667-208-7641). Renewals can be completed via phone/email as well.*

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 previously approved (i.e., if you want the same accommodations your child had in a previous program/course), click “Accommodation”-> “Request for Renewal of Previous Accommodations.”

7.) Click “Add New.”
8.) Select the appropriate Program Enrollment. If you are not sure, just make a guess. This can be adjusted later if needed. Then, click “Review the Renewal.”

**NOTE**- The note about approval highlighted in light blue is just what has been approved in the past; that does not mean those accommodations are in place for the current program/course. You must complete the renewal for that.
9.) Fill out the fields for each accommodation you would like to renew. Hit “Submit” when done.
10. You will then come back to the screen below, and receive an automated confirmation email if you submitted successfully. 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.**