

# Accommodations Request- For Renewal of Accommodations after Initial Request

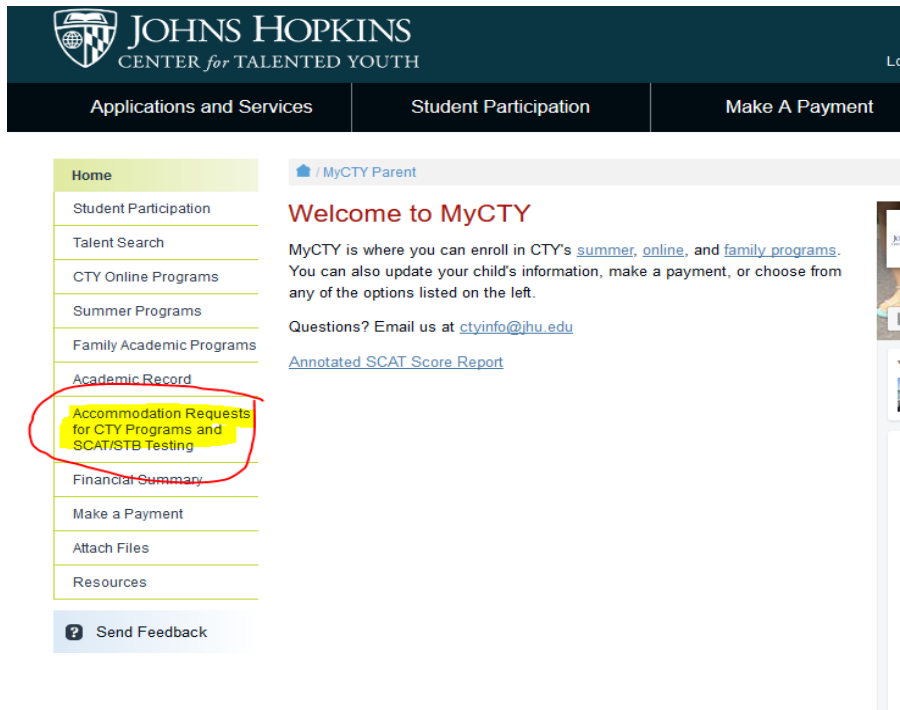
**\*\* Accommodate works best if you clear your browser cache and/or use an incognito window while logging in.**

**\*If you have any issues accessing Accommodate or completing the form as noted below, contact Melissa Kistler ([melissa.kistler@jhu.edu](mailto: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.”

The screenshot shows the Johns Hopkins Center for Talented Youth website. At the top, there is a dark blue header with the logo and text "JOHNS HOPKINS CENTER for TALENTED YOUTH". On the right, it says "Account Settings" and "Logged in as a parent of". Below the header are three main navigation buttons: "Applications and Services", "Student Participation", and "Make A Payment".

The main content area has a left sidebar with a menu. The menu items are: Home, Student Participation, Talent Search, CTY Online Programs, Summer Programs, Family Academic Programs, Academic Record, Accommodation Requests for CTY Programs and SCAT/STB Testing (highlighted in green), Financial Summary, Make a Payment, Attach Files, and Resources. At the bottom of the sidebar is a "Send Feedback" button.

The main content area is titled "Accommodation Requests" and contains the heading "Accommodations Requests for CTY Programs and SCAT/STB". Below this is a paragraph: "The Johns Hopkins University Center for Talented Youth encourages all qualified persons with disabilities to p programs and events. Click the link below to visit CTY's Accommodate site to request accommodations." A link "Request/Review Accommodations via CTY's Accommodate" is circled in red.

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.**



**CTY Parent Login**

\_\_\_\_\_

**Login ID or Login Name**

\_\_\_\_\_

Don't know your [Login ID or Login Name?](#)

**Password**

\_\_\_\_\_

Forgot your [password?](#)

**Login**

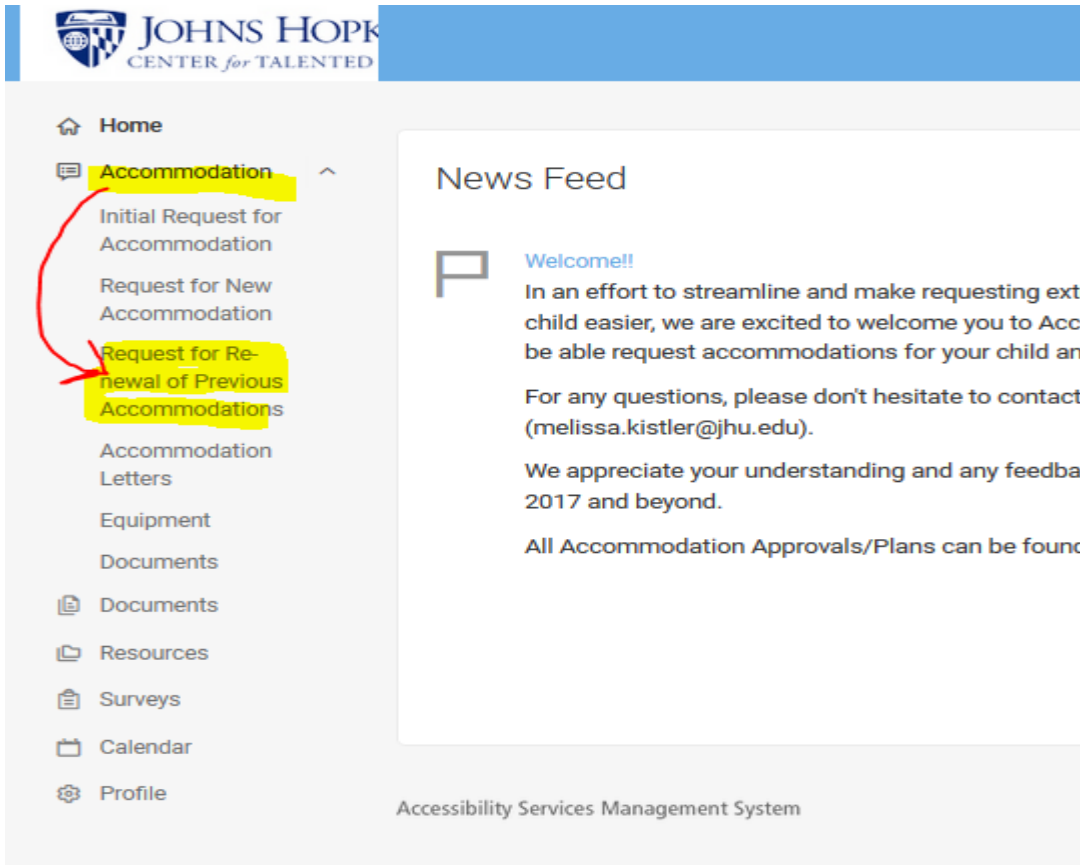


The Johns Hopkins Center for Talented Youth login page provides convenient and secure access to CTY systems. Should you require technical support, please contact us at [ctytech@jhu.edu](mailto:ctytech@jhu.edu)

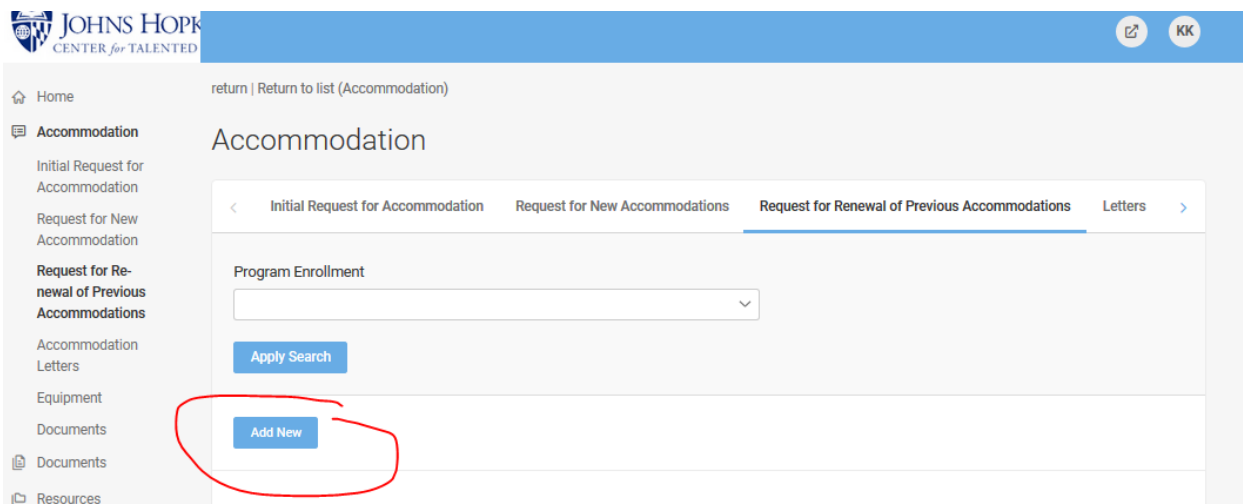
5.) You will then be logged into Accommodate. Please note if you get an error message- try clearing your browser cache and/or using an incognito browser window to log in. If an error persists, email [melissa.kistler@jhu.edu](mailto:melissa.kistler@jhu.edu) and provide a screen shot of the error including the web address if possible.

The screenshot displays the Accommodate web application interface. At the top left is the Johns Hopkins University logo and the text "JOHNS HOPKINS CENTER for TALENTED". The top right corner features a blue navigation bar with a user profile icon and the initials "KK". A left-hand sidebar contains a menu with the following items: Home, Accommodation, Documents, Resources, Surveys, Calendar, and Profile. The main content area is divided into two sections. The "News Feed" section on the left contains a welcome message: "Welcome!! In an effort to streamline and make requesting extra support/accommodation for your child easier, we are excited to welcome you to Accommodate! In this system, you will be able request accommodations for your child and review approved accommodations. For any questions, please don't hesitate to contact Melissa Kistler (melissa.kistler@jhu.edu). We appreciate your understanding and any feedback as we transition to this system for 2017 and beyond. All Accommodation Approvals/Plans can be found under the 'Documents' tab." Below the text is a "View All Announcements" link. The "shortcuts" section on the right lists: "My Activity Summary", "Request Accommodations", and "Documents". At the bottom of the page, the text "Accessibility Services Management System" is on the left, and "Privacy Policy | Terms of Use" is on the right.

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.”

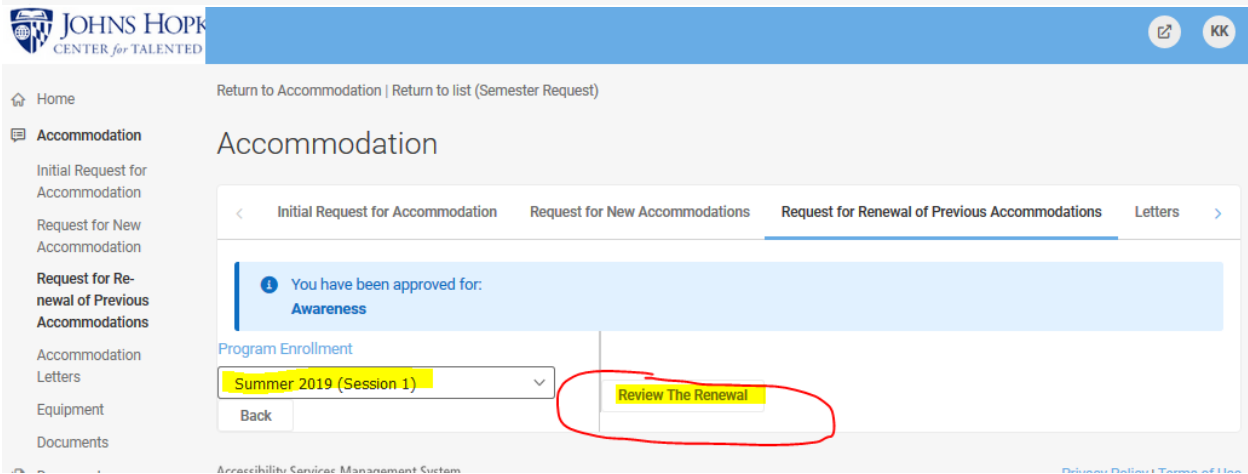
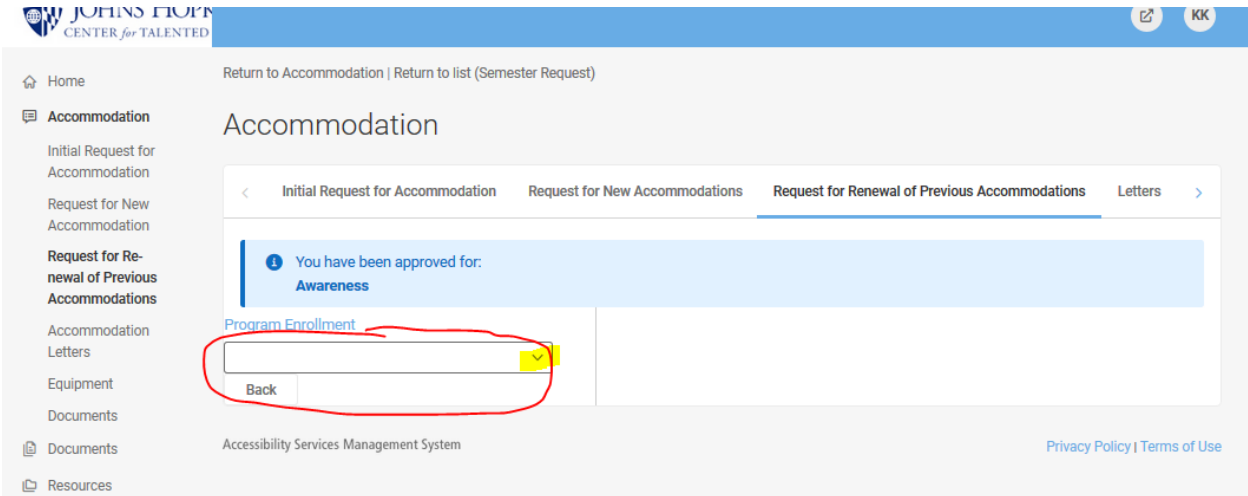


7.) Click “Add New.”



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.

**Request for Renewal of Previous Accommodations**

Accommodation Needed For \*  
Summer 2019 (Session 1) ▾

**Previous Accommodation Request**  
Please select the previous accommodations that your child has had and would like to receive again in the indicated course/program.

Awareness ✕ Choose...

**Additional Notes and Information**  
If your child requires different or additional accommodations than those received in the past, please indicate that here. You may also submit a request for new accommodations by visiting the Request for New Accommodations tab.

**Courses**  
 Testing

**Renewal Request Program Information**

CTY Program Enrollment \*  
Summer Programs ▾

Summer Program Session(s) \*  
▾

Summer Site Location \*  
▾

Remove Accommodation

**Additional Notes and Information**  
If your child requires different or additional accommodations than those received in the past, please indicate that here. You may also submit a request for new accommodations by visiting the Request for New Accommodations tab.

**Courses**  
 Testing

**Renewal Request Program Information**

CTY Program Enrollment \*  
Summer Programs ▾

Summer Program Session(s) \*  
Session 1 ▾

Summer Site Location \*  
LOS- Los Angeles, CA ▾

Remove Accommodation

Request Additional Accommodation

**Submit** Cancel

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](mailto:melissa.kistler@jhu.edu).*

## Accommodation

< [Initial Request for Accommodation](#) [Request for New Accommodations](#) [Request for Renewal of Previous Accommodations](#) [Letters](#) >

Program Enrollment

1 Results Showing 20 ▾

**Awareness**  
Summer 2019 (Session 1)  
Started on June 16, 2019  
Ends on July 20, 2019  
Created on July 12, 2019, 1:34 pm

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

**From:** [cty-disabilities@jhu.edu](mailto:cty-disabilities@jhu.edu)  
**Date:** July 12, 2019 at 1:34:31 PM EDT  
**To:** |  
**Subject:** CTY Returning Student Request



Dear PARENT,

Your CTY Accommodation Request has been submitted for STUDENT.

This will be reviewed and you will be hear back soon. If you have any questions in the mean time, do not hesitate to contact Melissa Kistler at [melissa.kistler@jhu.edu](mailto:melissa.kistler@jhu.edu).

Thank you!