#  How to Request Letter of Accommodation in Accommodate

## Turning on Accessibility Mode for Screen Readers Users

1. Log into [**Accommodate**](https://cascadia-accommodate.symplicity.com/) using your Cascadia student email and password.
2. Tab to “User Menu button”. Press Enter.
3. Tab to “Accessibility Mode” option, press Enter.
4. Press Enter on “OK” button.

## Requesting Letter of Accommodation

1. Log into [**Accommodate**](https://cascadia-accommodate.symplicity.com/) using your Cascadia student email and password
2. Select **Accommodation** option on left side panel.



1. Select **Quarter Request** from the drop-down menu



1. Select the **Add New** button



1. Locate the **Quarter** drop-down menu and select the quarter you are requesting accommodations for.
2. Select the **Review the Renewal** button.



1. Review the Accommodations listed on the page. Using the check-box option, select what accommodations you need for each of your courses. If you do not need a certain accommodation for a class, leave the box next to the class unchecked.
* **Important**: if you have the Peer Notetaker accommodation and you select the check-box next to your class in the Peer Notetaker section, Accommodate will automatically open a Peer Notetaker request to SAS. If you do not need a Peer Notetaker, please leave that section unchecked.



* **Request a Peer Notetaker (if applicable)**: to request a peer notetaker for a class, in the Peer Notetaker accommodation section select the check-box next to the class in which you are requesting a peer notetaker. Accommodate will automatically open a Peer Notetaker request to SAS.



1. If you do not need a specific accommodation for any of your classes, you can select the **Remove Accommodation** button (it will not be permanently removed or be deleted. You will still have that option for the future.)



1. Select **Submit** button once you are finished



1. You will now be able to review what accommodations you requested for each class.

