# **How to Schedule an Appointment**

## 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.

## How to Schedule an Appointment

1. Log into [**Accommodate**](https://cascadia-accommodate.symplicity.com/)using your Cascadia email and password
2. Select the **Appointments** option



1. Select the **Request New Appointment** button



1. Choose the **Type of Appointment** from the drop-down option



1. Choose a **Date Range** by selecting the **Select** buttons



1. Select a **Time Range** by selecting the hour, minutes, and am/pm drop-down options



1. Select the **Location** drop-down menu (Kodiak Corner or Virtual)



1. In the **Counselor** section, select the check-box by the SAS staff member’s name in which you are scheduling an appointment with



1. In the **Days of the Week** section, check the check-boxes next to the weekdays you prefer (Cascadia is closed on weekends)



1. Select the **Check Availability** button – a list of options will appear on the right



1. Select the appointment option you want. A new window will appear. Double-check the information in the new window, and input whether you will need accommodations for the meeting (such as an ASL interpreter).



1. Select the **Submit Request** button



At any point if you need to cancel or reschedule your appointment:

* Select the **Appointment** option



* In the **Requested Appointments** section, your appointment will be displayed there.



* Select the **three dots** button



* Select the **Cancel** or **Reschedule** buttons



* Follow any remaining prompts