**University of Regina**

**Centre for Student Accessibility**

**How to Request Accommodation Letters**

**1.** Log in to Accommodate using your uregina login.

<https://uregina-accommodate.symplicity.com/>

**2.** Click on “Accommodations”, then “Letter Request”.

**3.** Select “Add New”, then select the term you wish to request your letters for.

**4.** Select “Review the Renewal” to review the terms and conditions of your accommodations, select the classes you need accommodations for and sign the letter request. Once submitted, your instructors will receive your approved accommodations.

**5.** You will receive a confirmation email after submitting your request.

**After Submitting Your Request:**

* Students are responsible to submit a Letter Request each Term in order to have their accommodation plan sent to their instructors.
* It is the student’s responsibility to follow up with their instructors about their accommodation plan once their letters have been issued.
* If you add a course after you have submitted this request, you will need to re-submit a Letter Request for the added class.