

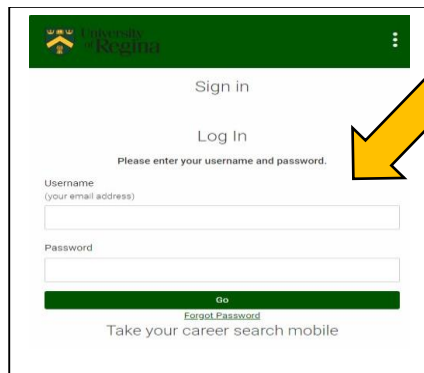
Centre for Student Accessibility

HOW TO REQUEST ACCOMMODATION LETTERS

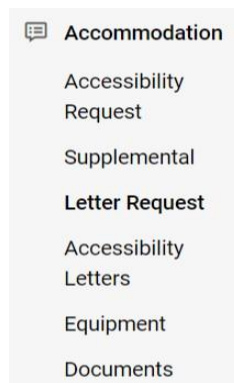
Note: Students requesting their letters must first register with the Centre for Student Accessibility

1. Log in to Accommodate using your uregina login.

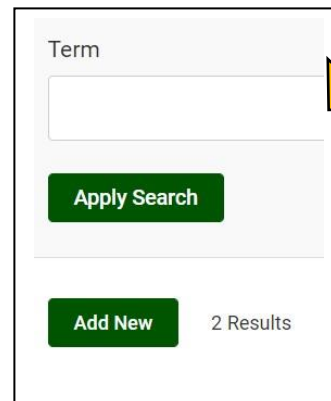
<https://uregina-accommodate.symplicity.com/>



2. Click “Letter Request” on the left hand side, under the “Accommodation” tab.

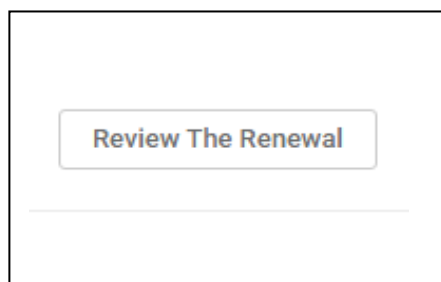


3. Select “Add New” and select the term that you would like to request your letters for.



4. Select “Review 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 you approved accommodations.



5. Once you have submitted your Letter Request, you will receive a confirmation email to your U of R account. At this point you may sign your letters by logging back in to Accommodate and selecting “Accessibility Letters” under the “Accommodation” tab.

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.