Navigating Accommodate

Should you have any questions, comments, or need clarification on any of the necessary steps, please don’t hesitate to stop by our Office, or call us at (843) 349-2503.

1. Open a web browser (Google Chrome, Firefox, Safari, Internet Explorer)
2. Go to this URL: https://coastal-accommodate.symplicity.com/

Tip: You can bookmark this address after logging in, and rename your bookmark/favorite so the site is easier to access later!

On the welcome screen, you will see a tab, “Courses and Testing Appointments”. Click on this tab to see a listing of the courses for the current and past semesters.
Click on the course that you would like to approve testing accommodations. Please remember, if you teach more than one section of the same course, the different sections will be shown below. Click on the title of the course.

On this screen, you will see more information about your course, as well. There are multiple tabs at the top:

- Course details
- Enrolled students – these are the students who are enrolled in your class who are eligible for accommodations
- Testing requests – this is where testing accommodation requests can be found
- Exam – allows you to upload exams for that course and that section for later use
Clicking on the “Testing Requests” tab will allow you to see what testing accommodation requests you have approved and what requests are pending.

To approve a pending request, simply click on the edit button.

From the request, you will enter the same information that was previously recorded on the paper FNF forms. You will also have the ability to upload the test directly to the request, instead of having it picked up or emailing it to the ADS office. If you would prefer that the test be picked up from an administrative associate, there is a place to provide that information.

The information that the student has requested will be pre-populated into the form. If you wish to change the information, you can do that here.
Once the request has been approved by you, the request will be moved to the approved tab. You will need to complete this process for each exam that the student wishes to take in our testing center.

If the student needs to change the date or time of his exam, they can log back into Accommodate and request a change. You will receive notification of the change and will log in as above to approve the change.