



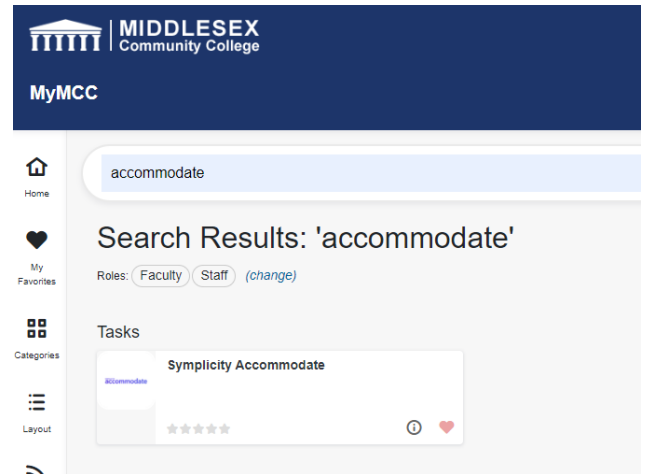
### Steps to access Accommodate:

- 1) Log into MyMCC
- 2) Search for Accommodate and click the link
- 3) Choose Faculty, which will take you into the Accommodate system

### Seeing Accommodation Forms

To view an Accommodation Form for a student, follow these steps:

- Click [Accommodation Letters](#) on the left side
- Click any of the [Official Accommodation Forms](#) in the list to open and view a letter



To view accommodations by course, access exam requests, etc., follow these steps:

- Click [Courses](#) on the left side
- Click on the course you want to view
- Click [Enrolled Students](#)
- To view only students with accommodation forms, click [More Filters](#) and choose YES for Approves Accommodations for this Course
- You should see a summary of the accommodations under each student

### Accommodated Exam Approval and Form

To approve a requested exam and complete the Accommodated Testing Form, follow these steps:

- Click [Courses](#) on the left side
- Click on the course you want to view
- Click [Pending](#) to view request exam times and to access the form
- Click the Student to review the date and time requested
- Click [Yes](#), if the exam is approved and then [Complete Accommodated Testing Form](#)
- Once the form is complete, [Submit the Request](#) and the [Save](#) to complete the approval
- You can review and/or make changes to Approved Exams under [Approved](#)