



---

# COMMONWEALTH UNIVERSITY

## University Disability Services

### Steps to Request Your Letter of Accommodation:

Log in to your Accommodate Account

Click on Accommodations

Click on Semester Request

Click the Red **"Add New"** Button

Select the semester you want your Letter of Accommodation (LOA) sent

Review your accommodations to make sure they are what was approved by the Director (If there is an error contact your disability services office)

Select the accommodations you want included for each class

Click Submit

**\*If you do not do this, you do not have your accommodations established for the class.**

**If you need additional/new accommodations based on a recommendation from a healthcare professional, please contact the office to set up an appointment.**