SUBMITTING A SEMESTER REQUEST: COURSE NOTES

LOGGING INTO THE STUDENT PORTAL

1. Enter the following address into your web browser: https://c43-shib.symplicity.com/sso/

   (Note: You may want to bookmark the link for easy access)

2. Enter your CSUEB NetID and Password and click on the Login button.

3. You will be directed to the home page of your student portal within Accommodate. Below is a description of its features.
1. Home | The main screen of your Student Portal
2. Accommodations Information | Contains your disability and accommodation information. Has four sub-tabs:
   A. Approved Accommodations | View your disability and approved accommodations here
   B. Semester Request (CURRENTLY ONLY FOR NOTE-TAKING, ACCESSIBLE FURNITURE, AND TESTING)
   C. Equipment Loan | View the status of your equipment loan
3. Counseling Appointment | Schedule an appointment with your Accessibility Services counselor
4. Documents | Upload any documentation you would like to share with your counselor
5. Resources | Contains useful links and/or forms
6. Course Notes | Access course notes uploaded by your note taker. Only applicable to students with peer notetaker.
7. Surveys | View and respond to future Accessibility Services surveys
8. Feedback | Click on the link to provide feedback to our office
9. News Feed | Important announcements
10. Getting Started | Click on the Documents link to upload any documentation you would like to share with your counselor
11. Shortcuts | Provides shortcuts to internal and external sites
REQUESTING A NOTE-TAKER

1. After logging into the Student Portal, under the “Accommodations Information” tab, click “Quarterly Accommodations Request”, and then the “Request Accommodation” button.

2. From the “Semester” drop-down menu, select the appropriate quarter.
3. Click on the “Review The Renewal Button” button under your course schedule.

4. Unselect or deselect the courses for which you will **NOT** need a notetaker. Typically, students do not need notetakers for online or activity-based courses. If you have already identified a notetaker for your class(es), please the name(s) of each notetaker and the respective course in the text box.
5. Click on the “Submit” button at the bottom of the screen.

**ACCESSING YOUR NOTES**

1. After logging into the Student Portal, click on the “Course Notes” tab.

2. Select the appropriate Quarter and Course, and click the Apply Search button.
3. The page will refresh with the relevant notes. Click on the file name to view, download, or print.