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.

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. Quarterly Accommodations Request | Submit your Quarter Request | CURRENTLY ONLY FOR NOTE-TAKING
   C. Determination of Accommodations Letter | COMING SOON
   D. 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 | COMING SOON
6. Course Notes | Access course notes uploaded by your note taker
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
Scheduling a Counseling Appointment

1. After logging into the Student Portal, click on the “Counseling Appointment” tab or the “Request a Counseling Appointment” link under Shortcuts.
2. Click on the “Request New Appointment” button.
3. Select a date range, time range, location, counselor, and/or days of the week. Once you have made your selections, click on the “Refine Results” button.
4. To make a selection, click on the counselor’s name next to your preferred appointment time.

5. Confirm the appointment details, enter any additional notes you would like to provide your counselor with regarding the appointment, and click on the “Submit Request” button.
6. Once you submit the request, you will see the approved appointment in the “Counseling Appointment” tab under “Approved Appointments”.

![Counseling Appointment tab](image)
**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 “Accommodation Type” drop-down menu, select Classroom and then Classmate’s Notes.
3. From the “Quarter” drop-down menu, select the appropriate quarter and the page will refresh with your enrolled courses. Select the course(s) for which you would like to receive notes.

4. After selecting the appropriate course(s), enter the notetaker(s) name in the textbox if you have already identified a notetaker. Then click on the “Submit” button. **(Note: If you have not identified a notetaker, leave the textbox blank.)**
5. A summary of your submitted Notetaker Request(s) will be listed. The red “x” in the approved column will change to a green “✓” once your request has been received.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Requested Accommodation</th>
<th>Date Needed</th>
<th>End Date</th>
<th>Created</th>
<th>Approved</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Classmate’s Notes</td>
<td>January 03, 2017</td>
<td>March 19, 2017</td>
<td>December 22, 2016, 2:44 pm</td>
<td>✔️</td>
<td>EDLD 8085 01 (Kathryn Strom)</td>
</tr>
</tbody>
</table>

6. Once Accessibility Services receives this request, we will email all of the students enrolled in the course to recruit a notetaker. Once a notetaker has been identified, you will receive a confirmation email from our office. Your notes will be available in your Student Portal 48 hours after each class session.
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.