Acknowledging Letters of Accommodation in Accommodate

This guide walks you through the process of reviewing and acknowledging Letters of Accommodation (LOAs) in **Accommodate**, the Office of Accessibility Services' new data management system. There are two methods of acknowledging LOAs.

Log into Accommodate

Both methods begin by logging into Accommodate. You can do this by following these steps:

1. Navigate to the My Bryant Portal.

2. From the **Quick Launch Menu**, select **"Accommodate."**

3. You'll be directed to your Accommodate dashboard.

Method 1: Review LOAs Using the "Letters to Review" Section

This is the most direct way to access new LOAs.

1. On your **Home Page**, locate the **"Letters to Review"** section.

2. You'll see a list of your courses with new LOAs awaiting acknowledgment.

3. Click on a course to view the students with letters to review.

4. Select a student to open their LOA.

5. Carefully read through the accommodations listed. Each item includes specific guidance or suggestions for implementation in your course.

6. Once reviewed, scroll to the bottom of the letter.

7. Type your name into the **signature box** to electronically sign and acknowledge receipt.

8. Click **"Sign."**

9. After signing, click **"Next"** to move to the next student's LOA in the same course.

10. Repeat this process until all LOAs for that course are acknowledged.

11. Return to the Home Page and repeat the steps for any additional courses listed.

Method 2: Review LOAs Using the "Accommodation Letters" Section

This method allows you to view all LOAs—both signed and unsigned—in one place.

1. From the left-hand navigation menu, click **"Accommodation Letters."**

2. You will see a list of all LOAs for students in your courses.

3. Select a letter to open and review its contents.

4. Scroll to the bottom and type your name in the **signature box**.

5. Click **"Save"** to complete the acknowledgment.

6. If needed, you can print the LOA or download it as a PDF from this page

If you need help or guidance, Please contact the Office of Accessibility Services at accessibilitysvcs@bryant.edu or call 232-6880 for support.