# Accommodate Faculty Portal Instructions

Accommodate is a secure database used by the Office of Accessibility Services as a digital case file system. The Faculty Portal allows faculty to login using their Holy Cross credentials and view class rosters which include a list of accommodations for eligible students registered with the Office of Accessibility Services. Students are still expected to deliver their official Letter of Accommodations to their professors and are encouraged to advocate for themselves by having a conversation at the start of each semester or whenever their accommodations are approved.

Accommodate Faculty Portal:
Log into the [Accommodate](#) portal using your Holy Cross username and password.
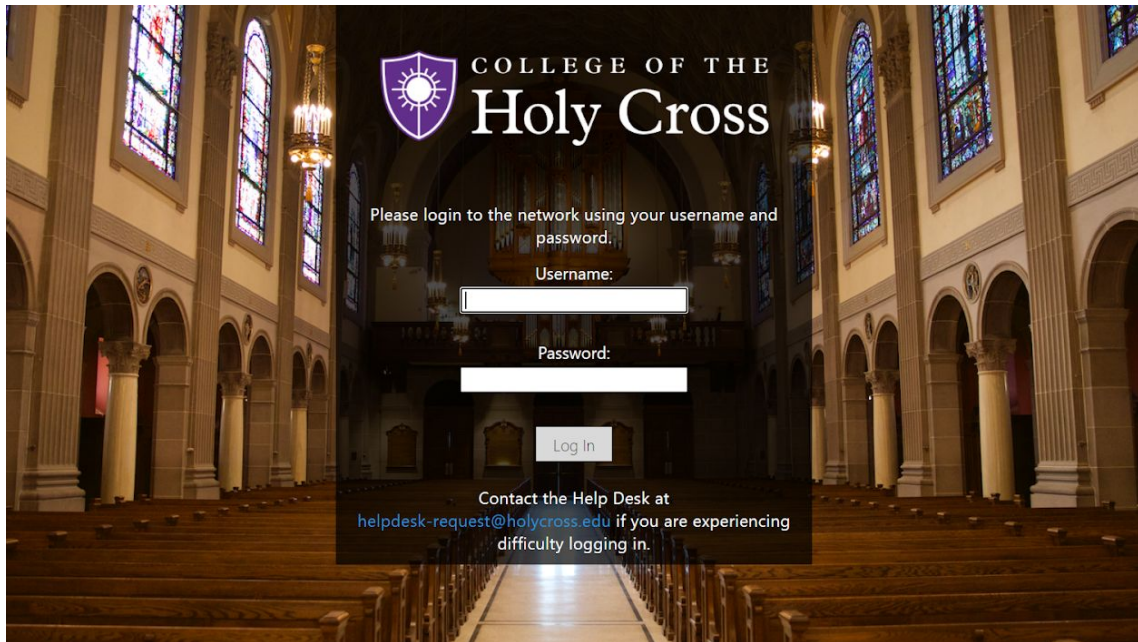

On your homepage you will see any upcoming announcements and the landing page menu.

The "Resources" tab is where you will find helpful documents such as the Accommodations Glossary and an introductory video about the Office of Accessibility Services.

Click the "Courses" tab to see a list of the courses you are currently teaching. There is also a "Past Courses" tab where you can access past rosters, dating back to when this module was initially piloted (Fall 2020)
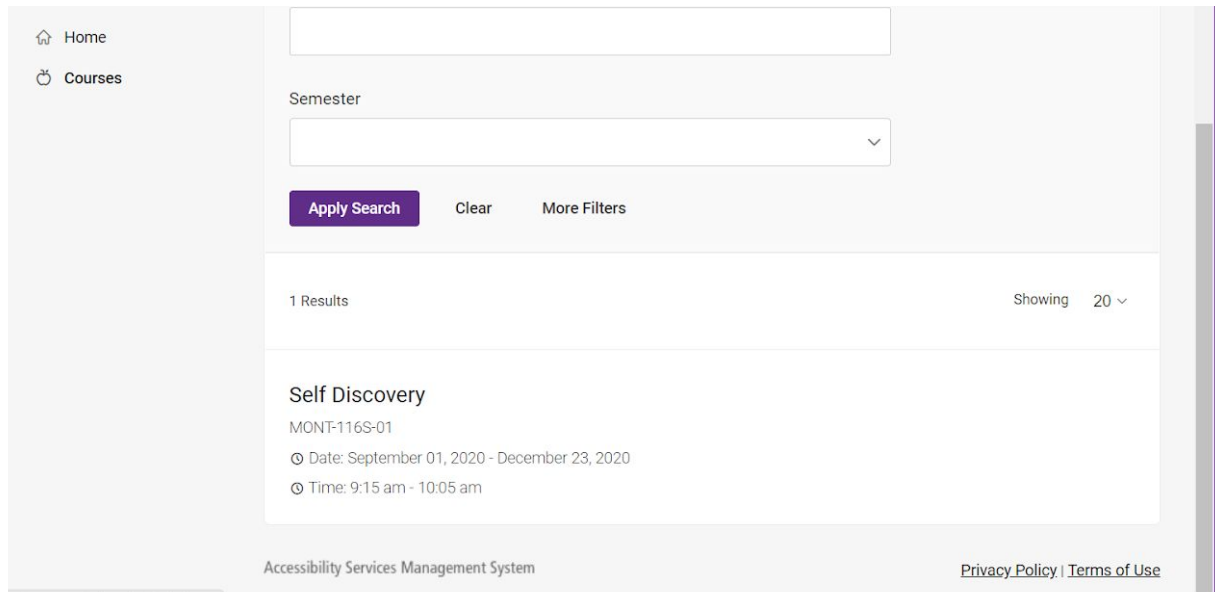
Once you click the title of the course, you will be brought to the course details page where you see the basic course information. The "Enrolled Students" tab shows your rosters.
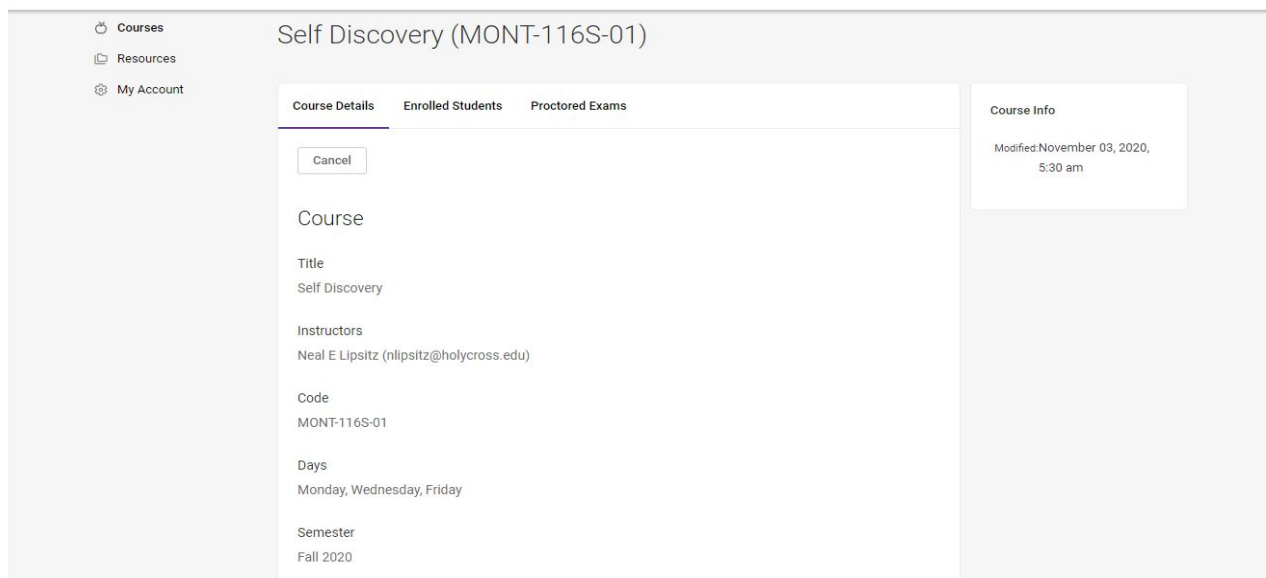
Within the roster, you will see either "no accommodations" listed under the student's name or a list of accommodations such as the one shown here:
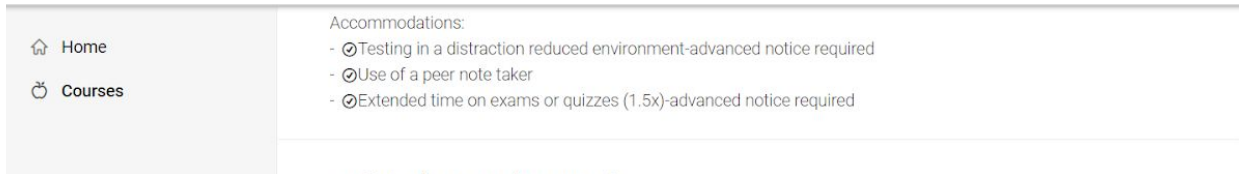
Please note: Students are expected to create a semester request in our system each semester which is what triggers their accommodation letter, and their accommodation list to show up on rosters. While we encourage students to do their semester request well in advance of the semester, we cannot guarantee that they comply. Accommodations will only show up once they have completed this important step.

Students may initiate a request for accommodations, or complete their semester request at any point during the academic year. Once they are approved, it will appear in the system. Additionally, the add/drop period may alter course enrollment, therefore, it is beneficial to check the rosters regularly for updated accommodation information.

The "Proctored Exams" tab is where you can see any scheduled exams which have a proctor request approved by our office. The scheduling details, such as date, time and location of the exam, will be listed.
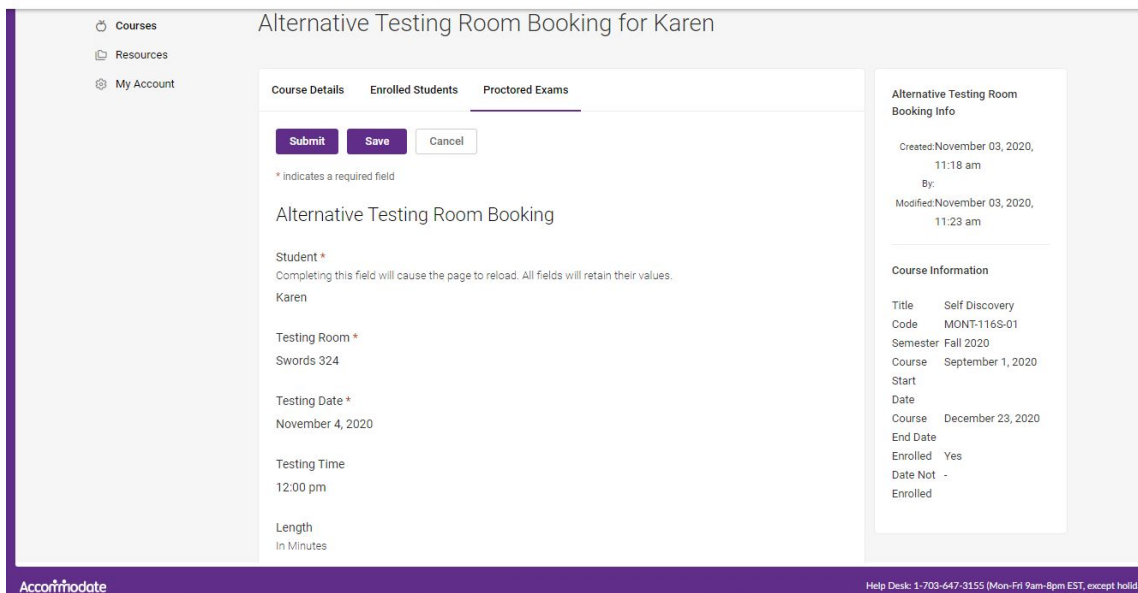
Sometimes, you may see the label "notetaker" beside a student's name. That indicates that this student has been hired by OAS to be a peer notetaker for that course. Notes are delivered anonymously to the student in need. All arrangements are made by OAS.