How to Submit a Semester Request in Accommodate
To access the Accommodate Portal you will need to navigate to ods.princeton.edu and there will be a link to the Accommodate portal on the homepage. You can also select the ACCOMMODATE tab at the top of the page to access more information about Accommodate. There will be a link to the portal at the bottom of the Accommodate tab page.

Once you have clicked the Accommodate Portal link you will be directed to a new screen. This screen will allow you to select if you’re signing in as a student or faculty member. Click Student.
You are now at your personal Student homepage. From here, you navigate the left-hand toolbar and select **Accommodation** to activate a drop-down box. Then select **Semester Request**.
You will be presented with a list of all the past Semester Requests you’ve made. If this is your first time submitting a Semester Request, then the list will be empty. To continue with the request, click the orange **Add New** button.
You will now see a list of all the accommodations you have been approved for. Below is a drop-down box where you can select the semester that your Semester Request will be for. **Select the appropriate semester.**
Once the semester is selected, you will then see the courses you are registered to take for that semester. If you are then able to select the orange button that reads **Submit For All Accommodations**. By selecting this you are agreeing that you would like all your approved accommodations to be sent to the course professor.

If you would like to pick and choose the accommodations for each specific course, then you can select the button **Review The Renewal**.
If you select **Review The Renewal**, you are presented with a break down of each of your approved accommodations. At the bottom of the description you can select what courses you want to notify the professor about from a list of your registered courses.

Once you are completed reviewing and customizing your list you can select the orange **Submit** button at the top of the page to proceed.
Once you have submitted your Semester Request it will be listed at the Semester Request homepage. Any request that has approved will have the words APPROVED next to the request title. If the request is still being processed, then there will be nothing next to the title.

Once ODS has processed your request then your Accommodation Letters will be sent to you as well as the faculty you indicated on the request itself.