How to Schedule an Appointment in Accommodate
To access the Accommodate Portal you will need to navigate to ods.princeton.edu and select the ACCOMMODATE tab at the top of the page. There will be a link to the portal at the bottom of the 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 **Appointment**.

You will be presented with a list of all the appointments you have requested and also the ones that have been approved. To schedule a new appointment, select **Request New Appointment**.
Now you can start filling out the information for the meeting you are requesting. You’ll be able to choose the type of meeting such as a Registration Meeting, General Information, or a Follow Up meeting.
Once you’ve entered the specifics of what the meeting will be about and a range of availability a list with auto populate on the right side of the screen with available day and times to schedule. You can then select an available time that works best for you by click “Open Slot” within the time.
A small window will appear to confirm your appointment details. At this time, you will also be able to let us know if any accommodations will need to be arranged for the meeting. There will also be text boxes where you can put more specifics on what you’d like to discuss during the meeting time. This will allow ODS staff to prepare for the topic and dedicate more of the meeting time to answering any questions you may have. Once you have entered the information you want then you can select **Submit Request** at the bottom of the small box to proceed.
Once you’ve confirmed your **Appointment Request** the you will automatically be sent back to the **Appointment** page of Accommodate. Here you can see that your appointment has been listed in your **Requested Appointments** list. An ODS staff member will then review your request.
Once ODS has reviewed your appointment request and approved the request then the appointment will be moved to the Approved Appointments section of the Appointments Accommodate page. The appointment will now be listed with the ODS staff member you will be meeting with as well as the approved day and time details.