How to Submit a Supplemental Request in Accommodate

PRINCETON UNIVERSITY
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 **Supplemental**.
You will now be presented with a list of all the **Supplemental Requests** you have made in the past. If this is your first request, then the list will be blank. You will see an orange button towards the top of the page labeled **Add New**. Click Add New to proceed with your request.
You will now be able to start filling out the Supplemental Request Form. The first question will ask you what reason you have for completing the form. The drop-down box will list options such as “New disability diagnosis” and “Change in existing disability”. Select whichever suits your situation. The rest of the questions will be exactly like a Request for Accommodations form.
Towards the bottom of the form you will be given the chance to submit appropriate supporting documentation. All requests for accommodations, whether temporary or permanent, will need to have appropriate supporting documentation to go along with them. No decisions about accommodations can be made until documentation has been provided and reviewed by an ODS staff member.

You can attach such documentation to the Request Form by selecting the Upload Documentation button. This will prompt you to attach a file from your own computer to the form. If documentation can not be provided at the time you’re filling out the Request Form then you can send documentation files to ods@princeton.edu at a later time. Again, your request will not be processed until appropriate supporting documentation has been submitted.
The final section of the Public Request Form discusses the **Certification and Permission's** of the form and the information you have provided. All information is protected under the Family Educational and Privacy Act (**FERPA**).

Once you have completed the form you can click **Submit** to submit the form for ODS to review. You can also **Save** the information you’ve put on the form so far and Save your progress. This is helpful if you fill out the information but are waiting for updates documentation to attach.
Once you have submitted your Supplemental Request you will be redirected back to the Supplemental tab of the Accommodation page. If you have multiple requests then the most recently submitted request will be at the bottom of the list. It will be labeled with a request number as well as the date and time the request was created.

Your job is done! ODS will now review the request and will be in touch about the next steps in the review process.