

How to Request an Appointment through Accommodate

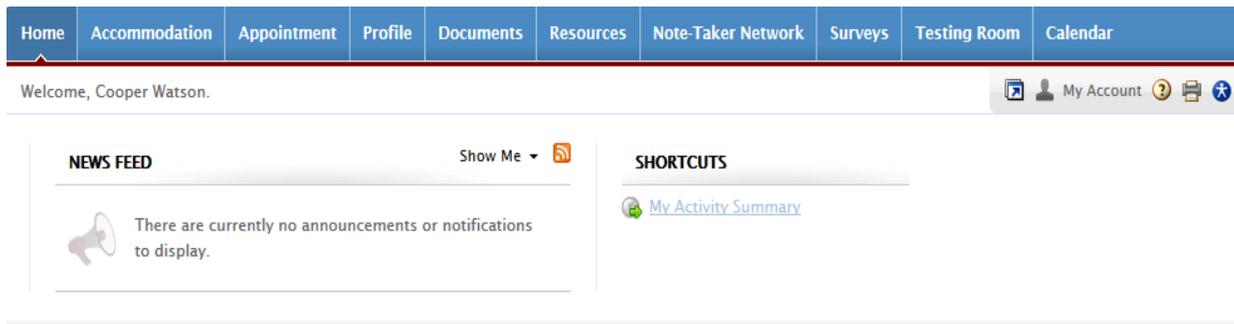
1. Sign in to your account

<https://wilson-accommodate.symplcity.com/>

The username is your Wilson email address **WITH** “@wilson.edu”

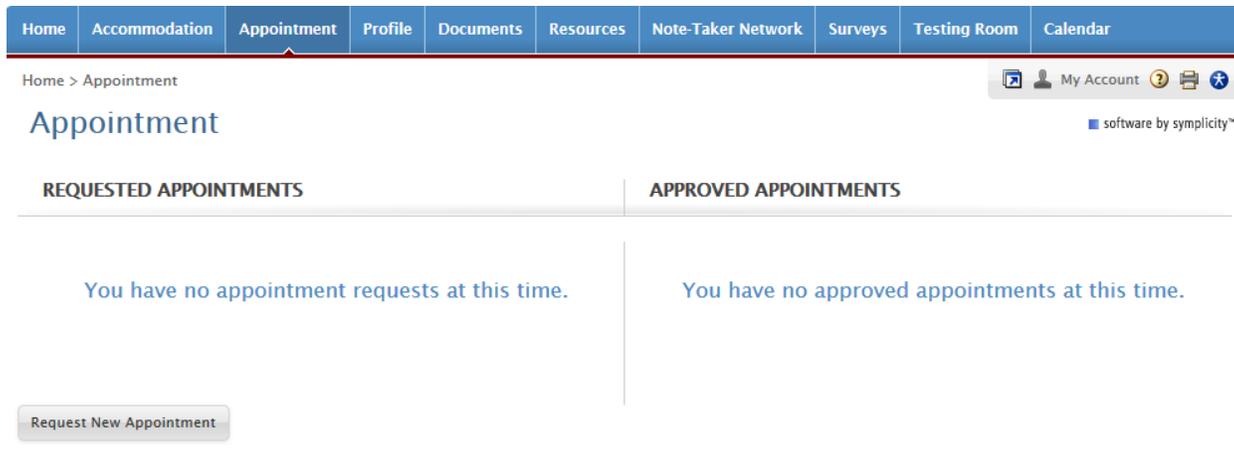
The password is the same as your email password.

2. Click on the Appointment tab



The screenshot shows the top navigation bar with tabs: Home, Accommodation, Appointment, Profile, Documents, Resources, Note-Taker Network, Surveys, Testing Room, and Calendar. Below the navigation bar, it says "Welcome, Cooper Watson." and "My Account" with a help icon. The main content area is divided into two sections: "NEWS FEED" with a "Show Me" dropdown and a message "There are currently no announcements or notifications to display." and "SHORTCUTS" with a link to "My Activity Summary".

3. On this page, you will be able to view all of your requested and approved appointments. Click on “Request New Appointment” to create a meeting.



The screenshot shows the "Appointment" page. The navigation bar is the same as in the previous screenshot, but the "Appointment" tab is selected. Below the navigation bar, it says "Home > Appointment" and "software by symplcity". The main content area is divided into two columns: "REQUESTED APPOINTMENTS" and "APPROVED APPOINTMENTS". Both columns contain the message "You have no appointment requests at this time." and "You have no approved appointments at this time." respectively. A "Request New Appointment" button is located at the bottom left of the page.

Continued on next page

4. On this screen, you will be able to filter by appointment type, date and time, and by day of the week. After you have made your selections, click “check availability.” My availability that matches your specifications will appear on the right side of the screen.
 - a. Appointment Type include:
 - i. Accommodations Intake Appointment
 - ii. General Accommodations Appointment
 - iii. Academic Success Plan Appointment
 - iv. Academic Success Plan Follow-up Appointment
 - v. Other

Home > Appointment

My Account   
 software by sympathy™

Appointment

Type

Date Range
 to

Time Range

Days of the Week
 Sun Mon Tue Wed Thu Fri Sat

Start by choosing an initial filter from the choices at left



Here is an example after selections have been made. Click on “Open Slot” to request that appointment slot.

Home > Appointment

Appointment

Type

Date Range
 to

Time Range

Days of the Week
 Sun Mon Tue Wed Thu Fri Sat

Tuesday, Aug 14, 2018

10:00 am	Open Slot	50 mins
12:00 pm	Open Slot	50 mins

5. Confirm appointment. Please include any notes that may be relevant to your appointment.

Confirm Appointment

* indicates a required field

Length* 50

Date* August 14, 2018

Time* 10:00 am

Type* Accommodations Intake Appointment (50 min)

Additional Notes

Once you have confirmed the appointment, the request will show in your Appointment tab. From here, you will be able to cancel or reschedule any appointments

Home > Appointment My Account ?

Appointment

software by simplicity™

REQUESTED APPOINTMENTS



Shelbie D'Annibale
Accommodations Intake Appointment
August 14, 2018 - 10:00 am (50 mins)

APPROVED APPOINTMENTS

You have no approved appointments at this time.

You will receive an email notification once the appointment has been approved. The appointment will also shift to the right side of the appointments tab screen.