Uploading Supplemental Documentation to Accommodate

1. **<u>Access the Accommodate portal</u>**, https://hws-accommodate.symplicity.com
   a. Select the student icon.
   b. Log in by using your HWS credentials.
      * It may ask for your credentials twice, if you are not already logged into the HWS system.

2. Click on **Upload Supporting Documentation** on the right side of your homepage under Shortcuts.

3. Click **Add New Accessibility Document**.

4. Only complete the Document Title field, as it is the only required field indicated with the red asterisk " * ".

5. The file can be dragged and drooped into the **Document** box or you can click the **Upload File** button to open a file search.

6. Do not complete the following fields: Document Type, Classification, or Status.

7. Once the document has been added click **Submit**.

8. Please notify CTL, ctl@hws.edu, regarding any issues with this process.