ENTERING ACCOMMODATIONS

This guide will cover:

- Entering disability codes and approved accommodations

When entering disabilities and corresponding accommodations, please enter all permanent disabilities and accommodations under a single Accommodation ID (multiple diagnosis under a single Accommodation ID). Any temporary disability and its corresponding accommodation should be entered using a separate Accommodation ID (one diagnosis under a single Accommodation ID).

Step One

Navigate to the following breadcrumb:

Main Menu > Campus Solutions > Campus Community > Personal Information (Student) > Health Information (Student) > Accommodation Data

Step Two

Complete the following field in the Search Criteria:

- ID

If the ID is not available, use the Last Name, First Name, Campus ID (UCID) or National ID (SSN) fields to refine the search. Click on the Search button once the value(s) is (are) entered. If more than one row is returned in the search results section select the correct student. The Accommodation Request tab will load.
Step Three

- If no previous accommodation data exist, use the existing Accommodation row (Accommodation ID 1) to enter the data.

***If a previous accommodation row exist and a new diagnosis code (for temporary accommodations) needs to be entered click on the plus sign in the Accommodation Request Details section. A new accommodation ID will be created.

**NOTE:** The Accommodation ID field does not refer to a single accommodation, but rather the first of a group of accommodations. One grouping will be permanent accommodations, the other temporary.

Step Four

- In the date of request field, enter the date when the intake meeting occurred.

Step Five

- In the comment field, enter any comment associated with the Disability and its corresponding Accommodation.

Step Six

- The Responsible ID field will populate the ID of the user whom is creating the Accommodation. ***If the responsible ID does not populate, click the magnifying glass and search for your name in the look up window.***
Step Seven

- Select the **Accepted** Radio button and then enter today’s date in the **Request Status Date** field.

Step Eight

Click on the magnifying glass next to the **Regulatory Region** field. Select **USA** from the list of available values.

Step Nine

- Click on the magnifying glass next to the **Diagnosis Code** field. Select the diagnosis from the list of available values.

**IMPORTANT NOTE:** If another diagnosis needs to be entered, click on the plus sign in the disability section. A new row will be added. Enter the new diagnosis on the new row. Enter all diagnosis associated with the student.

Step Ten

- Click on the **Accommodation Option** tab.

Step Eleven

- Click on the magnifying glass next to the **Type** field. Select the Accommodation from the list of available values.
Step Twelve

- Click in the Description field. Enter a description associated with the accommodation. This is an optional field. A value does not need to be entered.

![Image](image_url)

Step Thirteen

- Click on the Accommodation Status drop down list and select the appropriate status.  
  ***Use the Approved and Rejected statuses for Permanent accommodations. Use the Temporary status for Temporary accommodations.

Step Fourteen

- Click on the calendar next to the Status Date field. Select the Date of the Accommodation Status decision.
  ***If multiple accommodations need be entered for the same Accommodation ID use the plus sign in the Accommodations/Alternatives section to add a new row.

**IMPORTANT NOTE:** Make sure you enter the accommodations that correspond to the correct Accommodation ID. Use the Arrow keys in the Accommodation Option Details section to identify the correct Accommodation.

You have now completed the steps of Entering Disabilities and Accommodations.