How to Book an Appointment with a Disability Services Provider
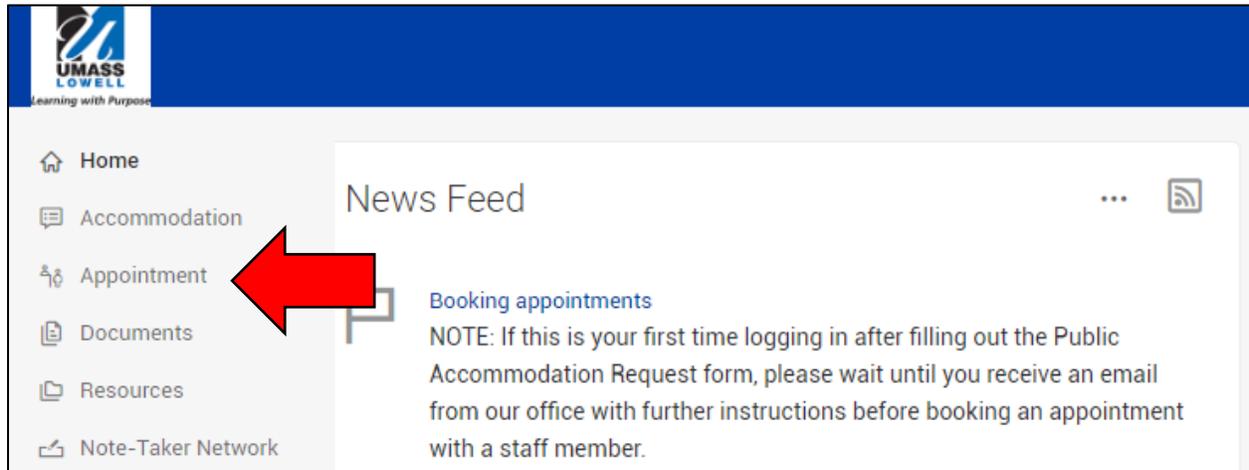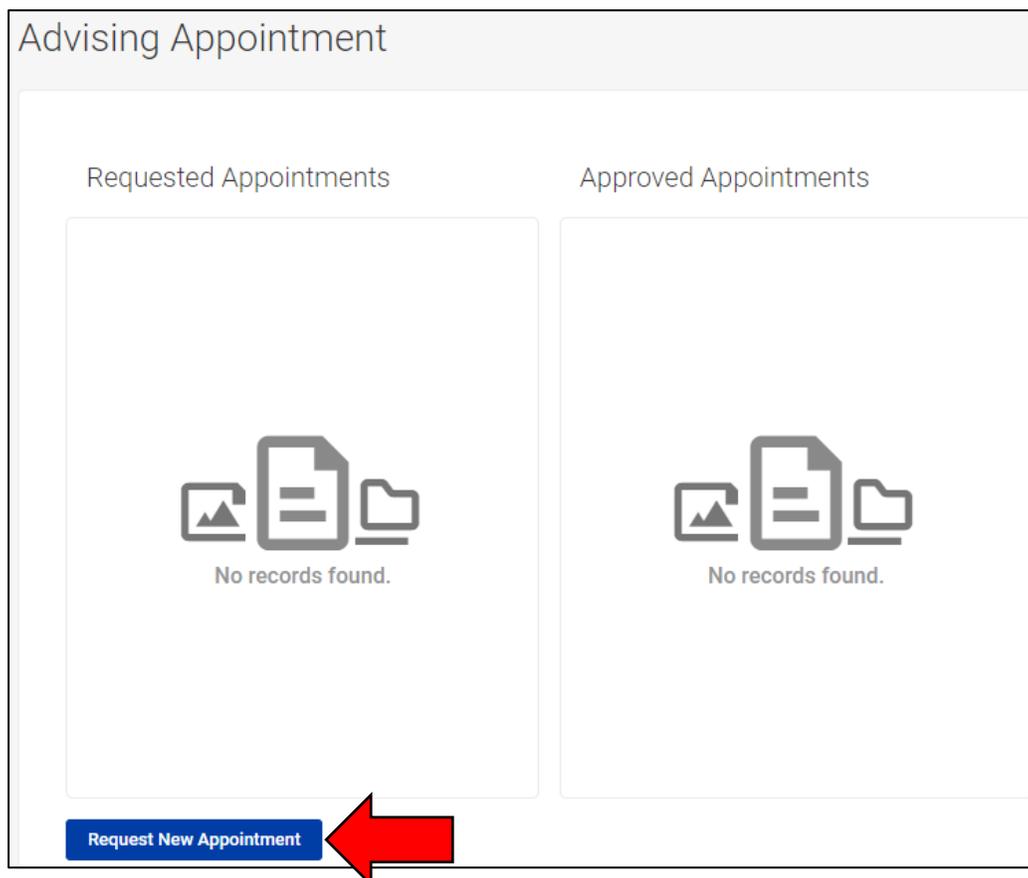
1. Log into Accommodate using your student email address and password: https://uml-accommodate.symplicity.com/students/

2. Click the "Appointment" link in the menu on the left hand side of the screen. If the menu is collapsed, you can open it using the button at the top left of the screen.

3. Press the "Request New Appointment button".

4. Click the "Choose…" button to select the type of appointment (Intake, organization, assistive technology, etc.)

5. If you are looking for a specific date and time, you can alter the date and time range to fit your needs.

6. Select "Main Campus" as the location.

7. If you want to meet with a specific counselor, please select which one from the list.

8. If you can only meet certain days, please check which days you are available.

9. Click the "Check Availability" button.

Advising Appointment

Type

Choose…

Date Range

2019-06-19   Select   to   2019-07-03

Select

Time Range

09 ⌄   00 ⌄   am ⌄   Clear
to
04 ⌄   00 ⌄   pm ⌄   Clear

Location

⌄

Counselor(s)

☐ Brandon Drake
☐ Janelle Diaz
☐ Jody Goldstein
☐ Lauren Tornatore

Days of the Week

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Check Availability

Back To My Appointments

10. A list of available appointment times will populate on the right of the screen. If no appointments appear, try broadening your search criteria (add more days, times, or providers to your search).

11. Find the day and time that works for you and then click on the name of the person who would like to make an appointment with. If you have seen a counselor previously, please try to book with the same counsellor.

Wednesday, Jul 3, 2019

Brandon Drake   10:00 am
Main Campus - 60 mins

Janelle Diaz
Main Campus - 60 mins

Jody Goldstein
Main Campus - 60 mins

Lauren Tornatore
Main Campus - 60 mins

Jody Goldstein   10:30 am
Main Campus - 60 mins

Lauren Tornatore
Main Campus - 60 mins

Jody Goldstein   11:00 am
Main Campus - 60 mins
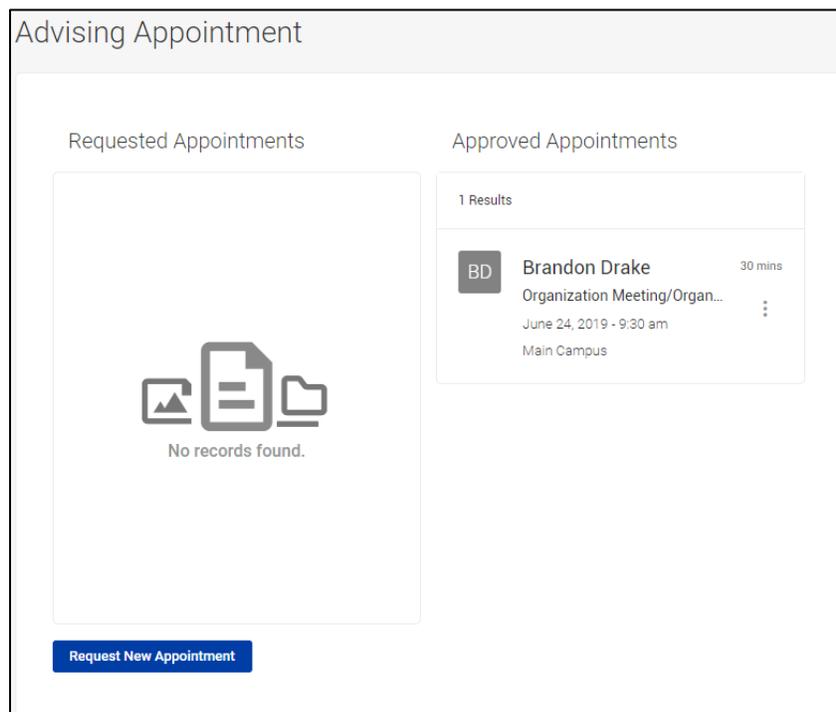
Lauren Tornatore
Main Campus - 60 mins

12. A window will pop up verifying the time and type of appointment. You also have a box to add additional notes. This is very helpful for the counselor you are seeing so they can prepare ahead of time and help you more quickly and effectively. Click "Submit Request" at the bottom of the window.
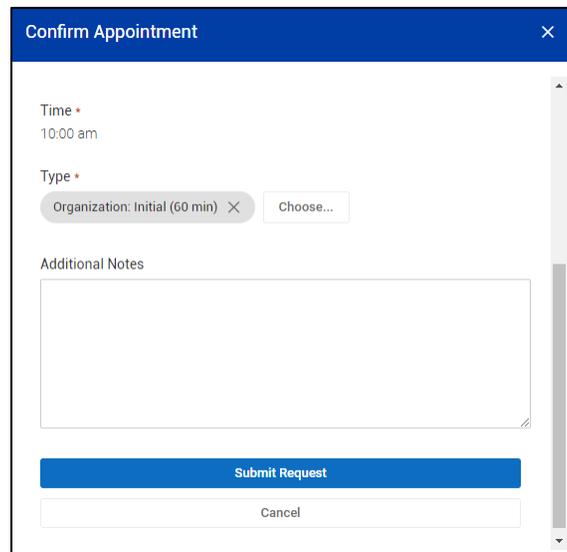
13. You will now see a list of "Requested Appointment" and "Approved Appointments". Your appointment isn't official until it has been approved by the counselor you are seeing. You will receive an email when it is approved. You can always come back to this page if you forgot when you booked your appointment.