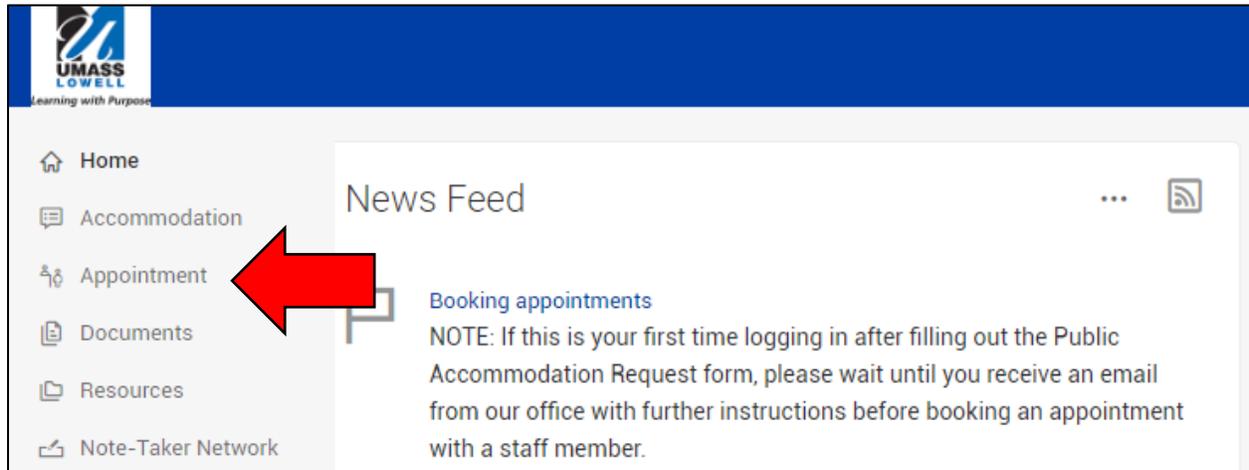
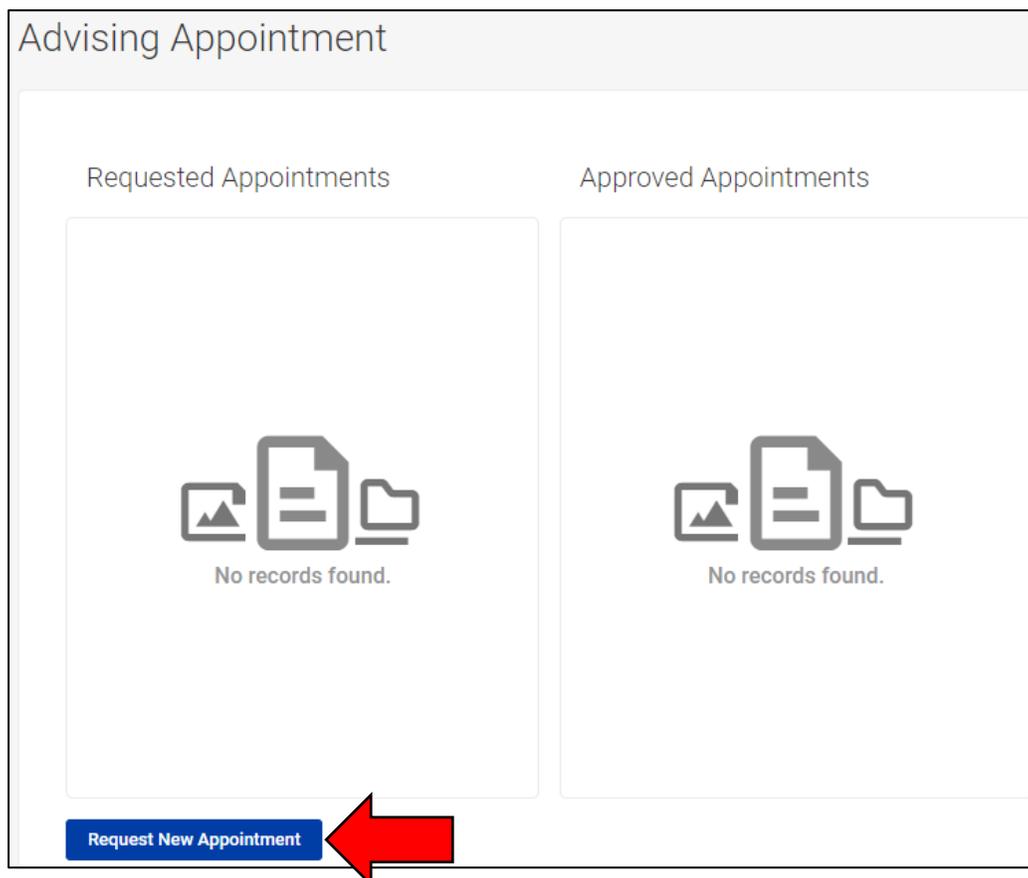


How to Book an Appointment with a Disability Services Provider

1. Log into Accommodate using your student email address and password: <https://uml-accommodate.symplcity.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

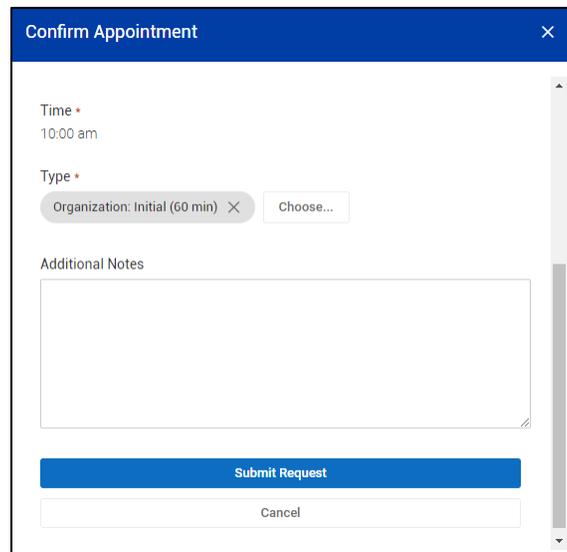
Check Availability

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 Main Campus - 60 mins	10:00 am
Janelle Diaz Main Campus - 60 mins	
Jody Goldstein Main Campus - 60 mins	
Lauren Tornatore Main Campus - 60 mins	
Jody Goldstein Main Campus - 60 mins	10:30 am
Lauren Tornatore Main Campus - 60 mins	
Jody Goldstein Main Campus - 60 mins	11:00 am
Lauren Tornatore Main Campus - 60 mins	

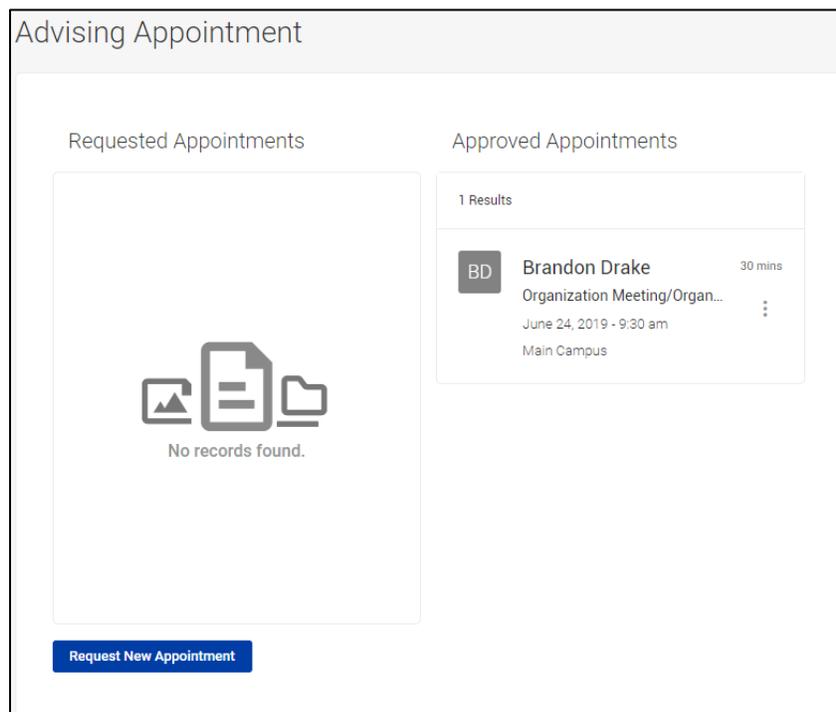
12. A window will pop up verifying the time and type of appointment. You also have a box to add additional notes. This is very helpful for the counselor you are seeing so they can prepare ahead of time and help you more quickly and effectively. Click "Submit Request" at the bottom of the window.



The image shows a "Confirm Appointment" dialog box with a blue header and a close button (X) in the top right corner. The form contains the following fields and controls:

- Time ***: A text field containing "10:00 am".
- Type ***: A dropdown menu currently showing "Organization: Initial (60 min)" with a close button (X) and a "Choose..." button next to it.
- Additional Notes**: A large, empty text area for entering notes.
- Submit Request**: A prominent blue button at the bottom.
- Cancel**: A white button with a grey border at the bottom.

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.



The image shows the "Advising Appointment" dashboard, which is divided into two main sections:

- Requested Appointments**: This section is currently empty and displays a large icon representing a document and folder, with the text "No records found." below it.
- Approved Appointments**: This section shows "1 Results" and contains a single appointment card for Brandon Drake. The card includes a profile icon with the initials "BD", the name "Brandon Drake", a duration of "30 mins", the appointment type "Organization Meeting/Organ...", the date and time "June 24, 2019 - 9:30 am", and the location "Main Campus". A vertical ellipsis menu icon is visible on the right side of the card.

At the bottom of the dashboard, there is a blue button labeled "Request New Appointment".