



Student Accommodate Training Making an Appointment with Sara Bea staff

1. In InsideND, Search for AccessND and click on the logo to navigate to your Student page.

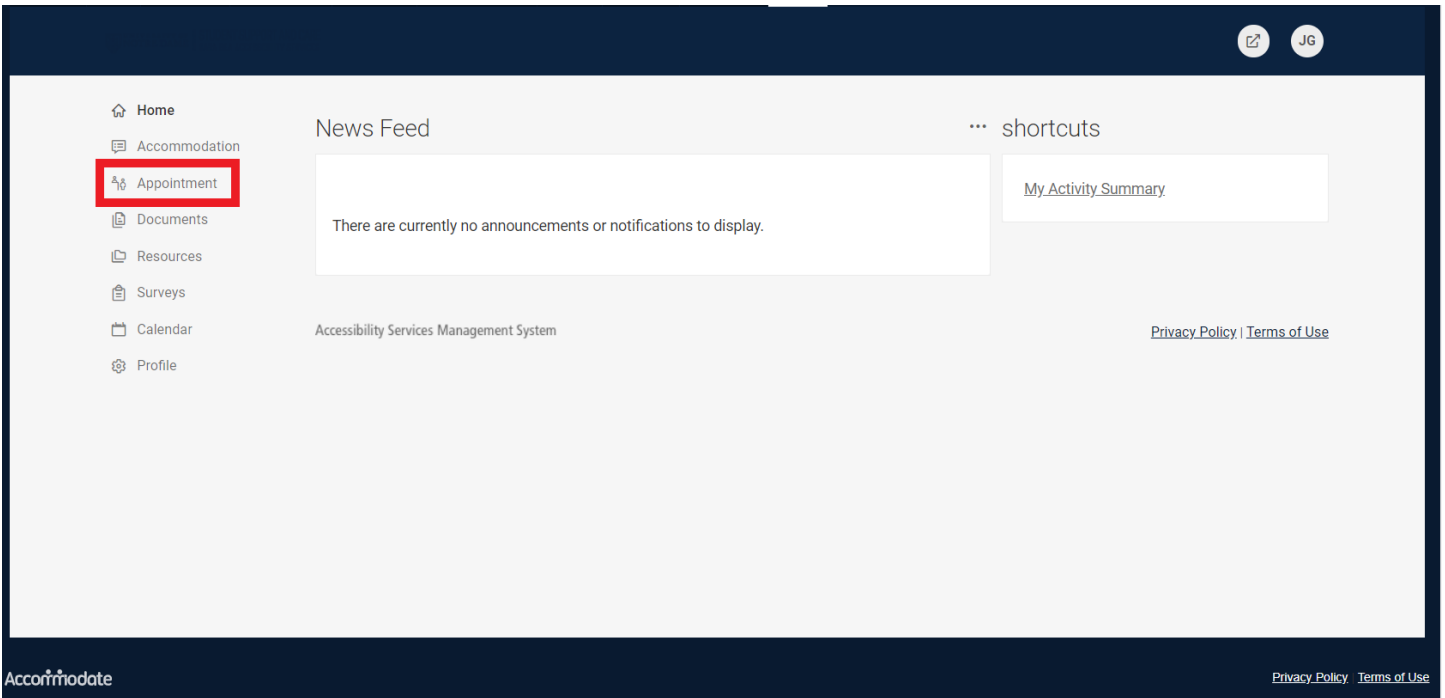


2. You will see your Student home page

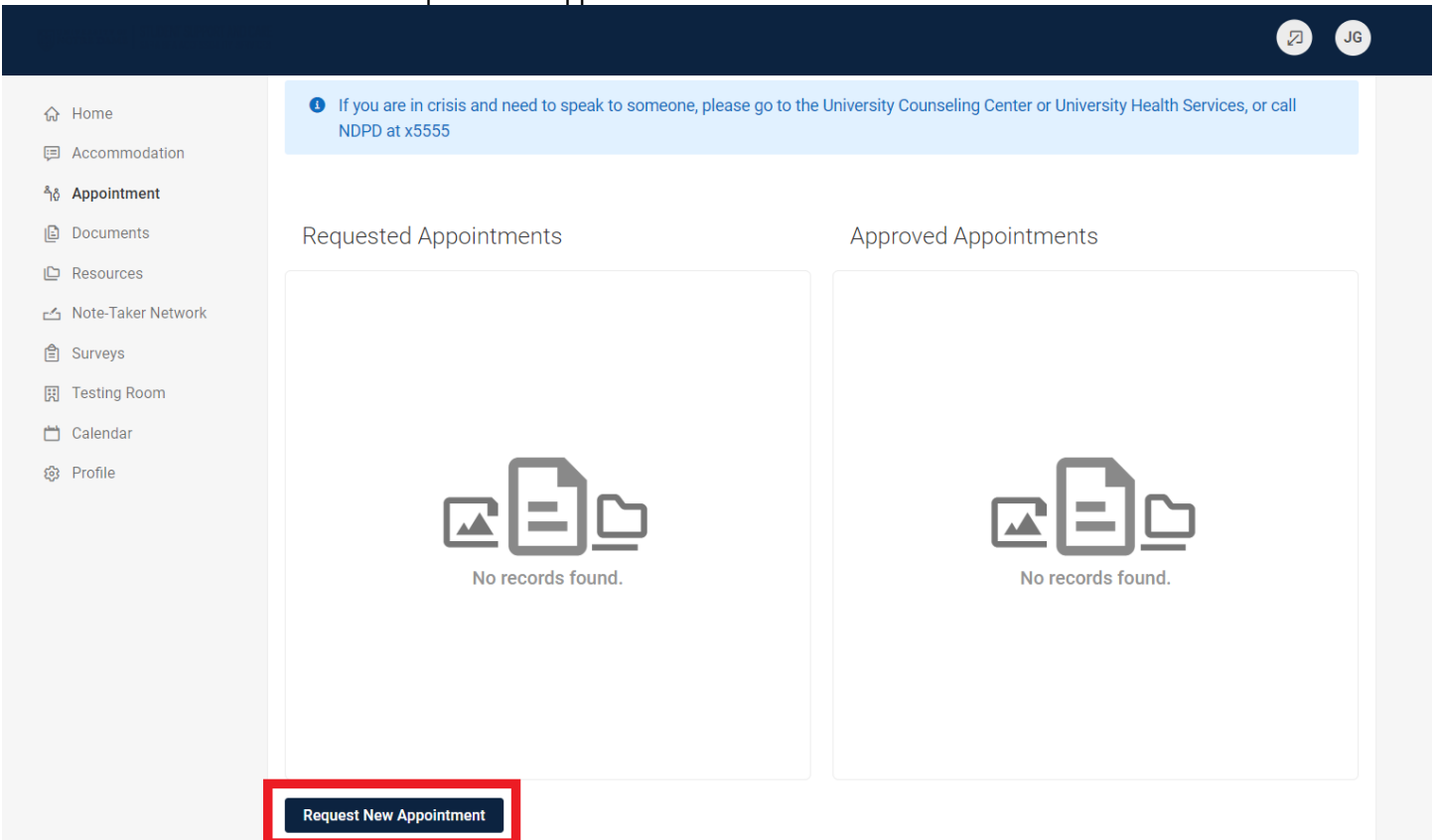
The screenshot shows the 'Student Accommodate' home page. At the top right, there are two circular profile icons, one with a mail icon and another with the initials 'JG'. On the left side, there is a vertical navigation menu with the following items: Home (with a house icon), Accommodation (with a document icon), Appointment (with a calendar icon), Documents (with a folder icon), Resources (with a book icon), Surveys (with a document icon), Calendar (with a calendar icon), and Profile (with a gear icon). The main content area is titled 'News Feed' and contains a message: 'There are currently no announcements or notifications to display.' To the right of the news feed, there is a 'shortcuts' section with a button labeled 'My Activity Summary'. At the bottom of the main content area, the text 'Accessibility Services Management System' is displayed on the left, and 'Privacy Policy | Terms of Use' is displayed on the right. The footer of the page features the 'Accommodate' logo on the left and 'Privacy Policy | Terms of Use' on the right.



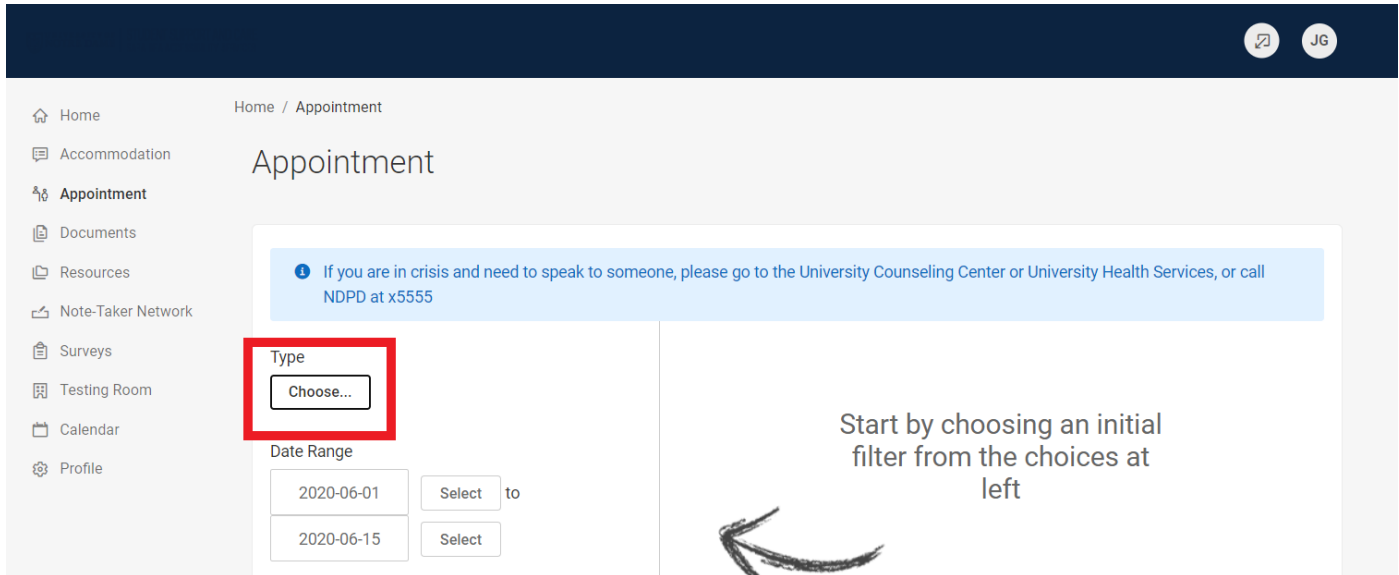
3. Click on Appointment from the Left Side Menu



4. Scroll down and click Request New Appointment



5. Click on Type of Appointment



Home / Appointment

Appointment

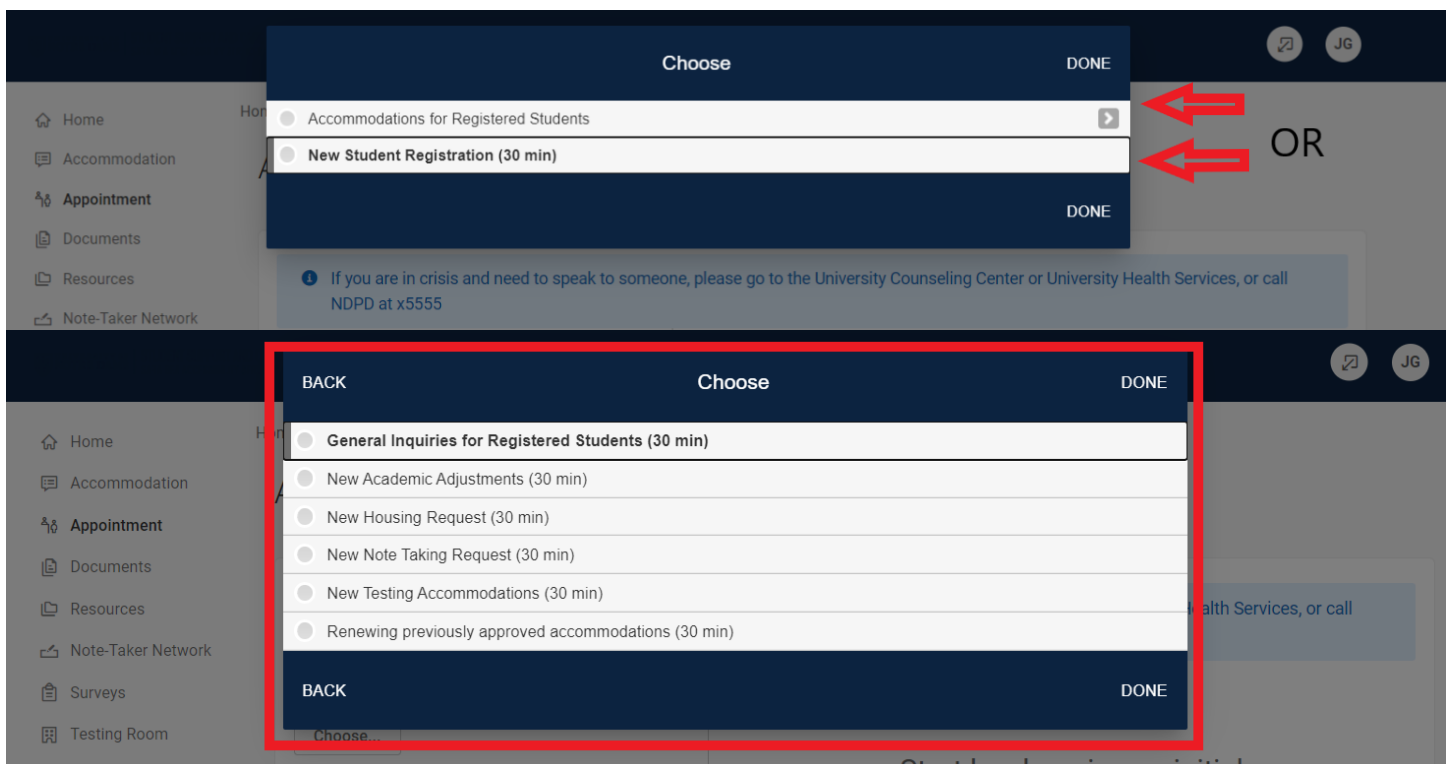
If you are in crisis and need to speak to someone, please go to the University Counseling Center or University Health Services, or call NDPD at x5555

Type
Choose...

Date Range
2020-06-01 Select to
2020-06-15 Select

Start by choosing an initial filter from the choices at left

6. A drop down box will appear. If you are a New Student who has not previously registered with the office, Click on New Student Registration. If you are already registered, Click on Accommodations for Registered Students and the type of appointment you need. If you are unsure, choose General Inquires.



Choose DONE

- Accommodations for Registered Students
- New Student Registration (30 min)

OR

Choose DONE

If you are in crisis and need to speak to someone, please go to the University Counseling Center or University Health Services, or call NDPD at x5555

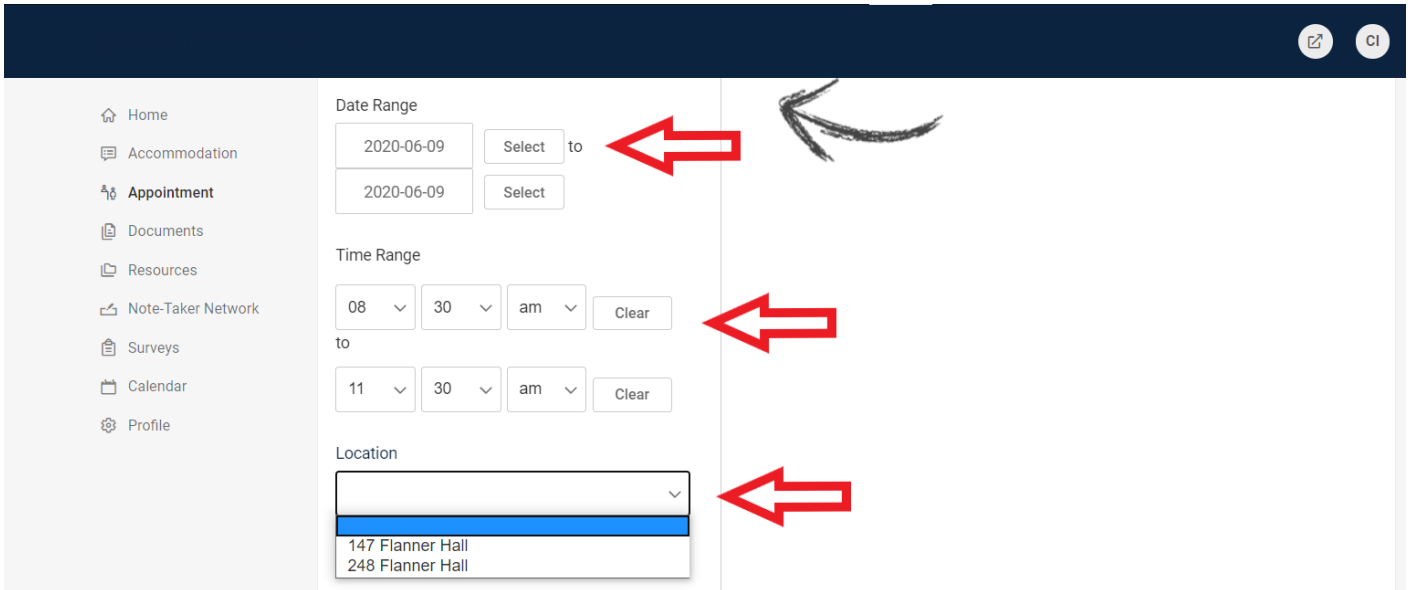
Choose DONE

- General Inquiries for Registered Students (30 min)
- New Academic Adjustments (30 min)
- New Housing Request (30 min)
- New Note Taking Request (30 min)
- New Testing Accommodations (30 min)
- Renewing previously approved accommodations (30 min)

Choose...

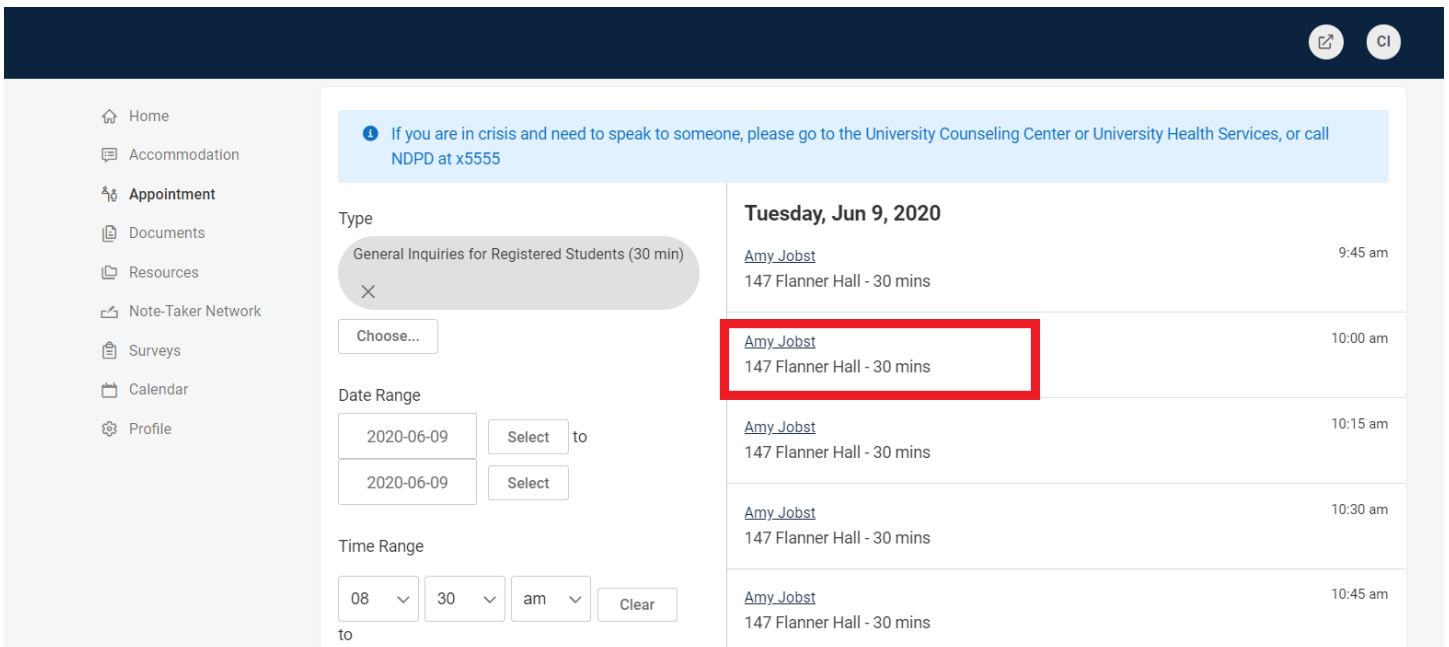
Start by choosing an initial

7. Once you have chosen a type of appointment, you will enter the date and time you'd like to meet for an appointment. **Under Location, there are 2 options. Amy Jobst is in Flanner 147; Scott Howland is in 248.**



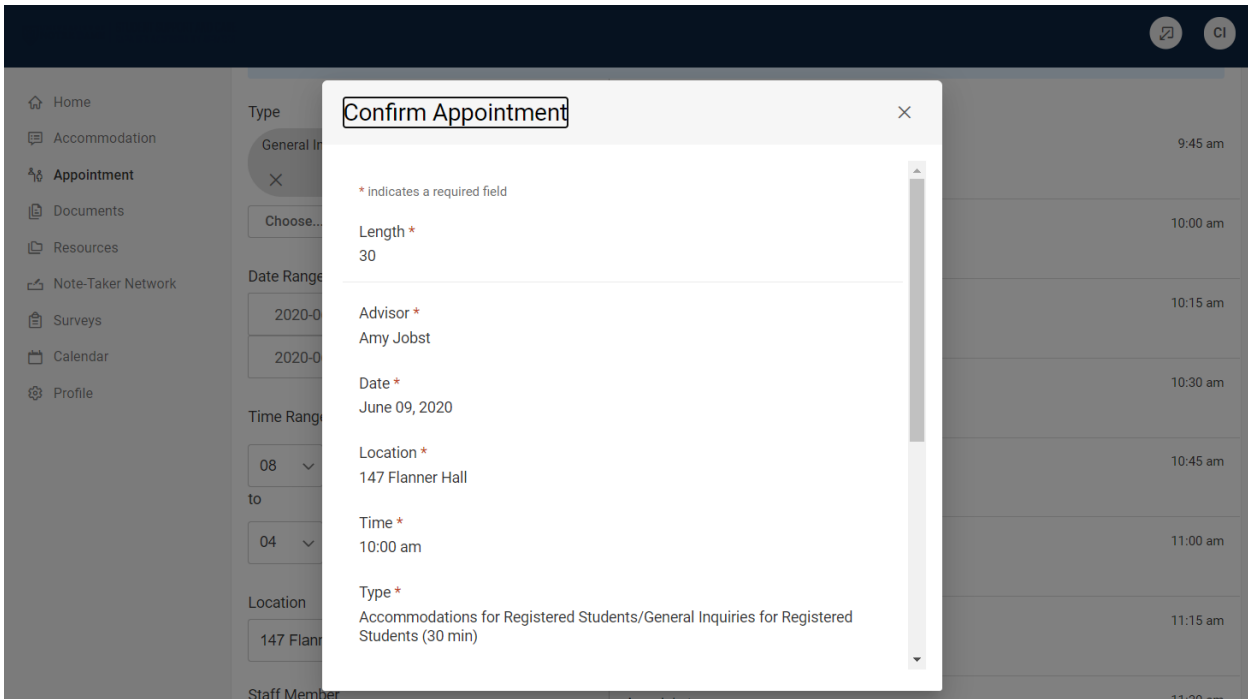
The screenshot shows the appointment booking interface. On the left is a navigation menu with options: Home, Accommodation, Appointment (selected), Documents, Resources, Note-Taker Network, Surveys, Calendar, and Profile. The main content area has three sections: Date Range, Time Range, and Location. The Date Range section has two input fields, both containing '2020-06-09', with 'Select' buttons and a 'to' label. The Time Range section has two rows of dropdown menus for hour, minute, and AM/PM, with 'Clear' buttons. The Location section has a dropdown menu with '147 Flanner Hall' and '248 Flanner Hall' as options. Red arrows point to the 'Select' buttons in the Date Range section, the 'Clear' buttons in the Time Range section, and the Location dropdown menu. A grey arrow points to the 'to' label between the date fields.

8. The available times will appear on the right hand side of the screen. Click on the time that works best for you.



The screenshot shows the appointment booking interface with a list of available appointment times. A blue banner at the top reads: "If you are in crisis and need to speak to someone, please go to the University Counseling Center or University Health Services, or call NDPD at x5555". The left navigation menu is the same as in the previous screenshot. The main content area has a 'Type' section with a dropdown menu showing 'General Inquiries for Registered Students (30 min)'. Below it is a 'Date Range' section with two input fields, both containing '2020-06-09', with 'Select' buttons and a 'to' label. The 'Time Range' section has two rows of dropdown menus for hour, minute, and AM/PM, with 'Clear' buttons. The right side of the screen shows a list of available appointment times for 'Tuesday, Jun 9, 2020'. The list includes the name 'Amy Jobst' and the location '147 Flanner Hall - 30 mins' for various times: 9:45 am, 10:00 am, 10:15 am, 10:30 am, and 10:45 am. A red box highlights the 10:00 am appointment.

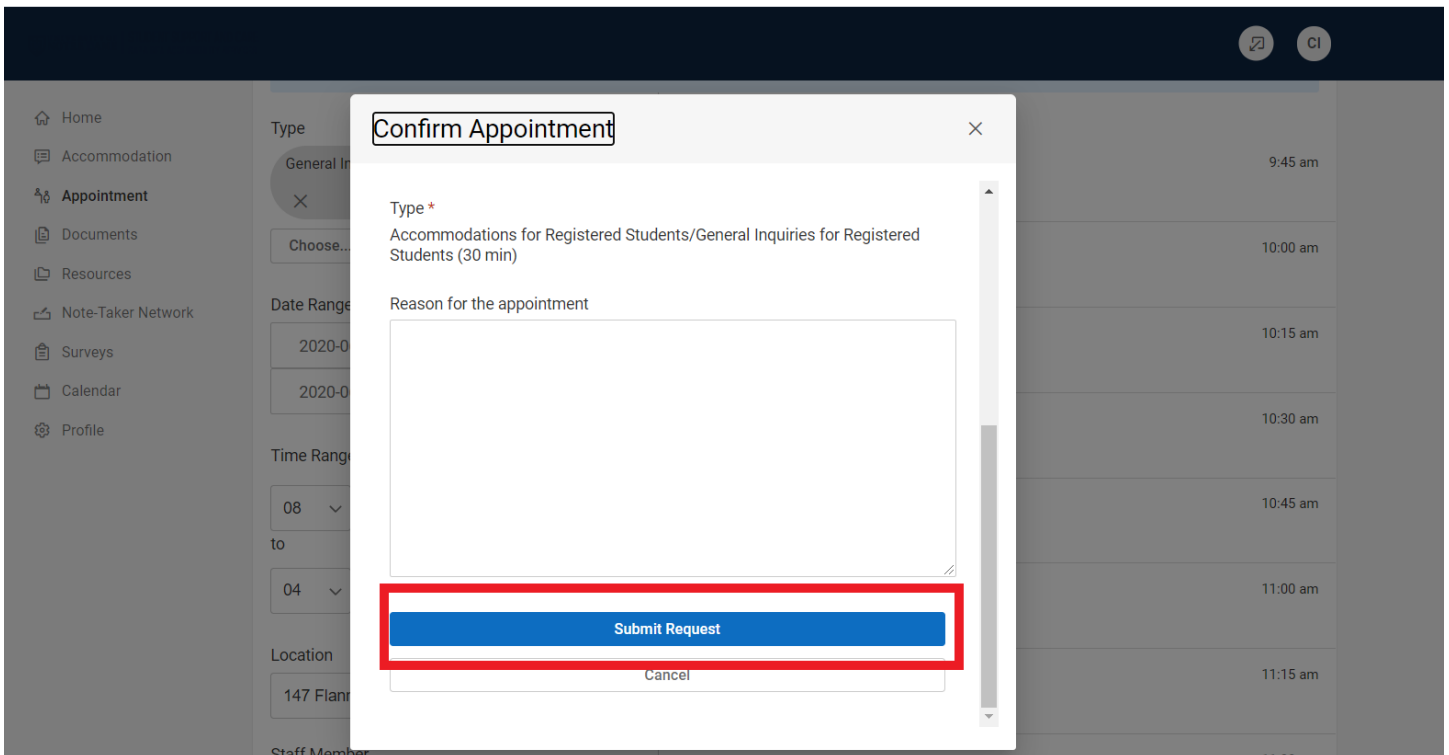
9. A Confirmation pop-up box will appear.



The screenshot shows a 'Confirm Appointment' pop-up box over a calendar interface. The pop-up box has a title bar with a close button (X). Below the title bar, there is a note: '* indicates a required field'. The form contains the following fields:

- Length *: 30
- Advisor *: Amy Jobst
- Date *: June 09, 2020
- Location *: 147 Flanner Hall
- Time *: 10:00 am
- Type *: Accommodations for Registered Students/General Inquiries for Registered Students (30 min)

10. Enter pertinent information in the Reason for Appointment box. Click "Submit Request".



The screenshot shows the same 'Confirm Appointment' pop-up box, but now the 'Reason for the appointment' text area is visible and highlighted with a red box. Below the text area, the 'Submit Request' button is also highlighted with a red box. The 'Cancel' button is visible below the 'Submit Request' button.



11. You will see the Requested Appointment with date and time.

Home Accommodation Appointment Documents Resources Note-Taker Network Surveys Calendar Profile

If you are in crisis and need to speak to someone, please go to the University Counseling Center or University Health Services, or call NDPD at x5555

Requested Appointments

1 Results

	Amy Jobst Accommodations for Registered Students/G... June 09, 2020 - 10:00 am 147 Flanner Hall	30 mins
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[Request New Appointment](#)

Approved Appointments

No records found.

12. Once the appointment has been approved by the staff member that you are meeting with, you will see it move to "Approved Appointments".

Home Accommodation Appointment Documents Resources Note-Taker Network Surveys Calendar Profile

If you are in crisis and need to speak to someone, please go to the University Counseling Center or University Health Services, or call NDPD at x5555

Requested Appointments

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Approved Appointments

1 Results

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