

Requesting Adjustments on Accommodate: Returning Students

1. On Gateway's homepage, click on the "myGateway" link.



2. Towards the bottom of the page, click on the link labeled "Accessibility Services".



3. Login using your 8-digit Banner ID (without the @ sign or extension) and MyCommnet password.

Log In

Please enter your username and password.

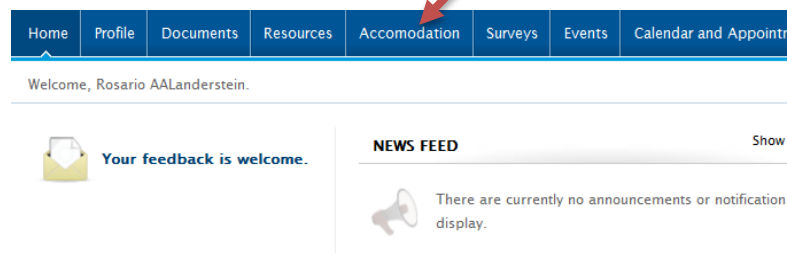
Username

(your student id)

Password

Go ▶ Reset

4. Click on the "Accommodation" tab, located at the top of your homepage.



5. Click on "Semester Request".



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6. Click “Request Accommodation”, located at the bottom left of the screen.

Request Accommodation

7. Choose the adjustment that you are requesting. For each adjustment, you must also choose the semester for which you are requesting, and the classes you need this adjustment for. You may only choose 1 adjustment at a time. If you need to request additional adjustments, click on “Request Additional Accommodation”.

Accessibility Accommodation Request

What accommodations
are you requesting?*

Accessibility Accommodation

Accommodation Type*

8. If you are requesting an adjustment labeled as “Other”, please specify what it is in the text box.

If other, please specify here

Semester

The date I would need this accommodation is

Select

Clear

End Date

Select

Clear

Request Additional Accommodation

9. When you are finished, click “Submit”, located at the bottom of the screen.

Submit ▶

✕ Cancel

10. Contact Student Accessibility Services to ensure your request was received.