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.

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

5. Click on “Semester Request”.

6. Log In
   Please enter your username and password.
   
   **Username**
   (your student id)
   
   **Password**
   
   ![Gateway homepage](image1)
   ![Student Accessibility Services](image2)
   ![Accommodation tab](image3)
   ![Semester Request](image4)
Requesting Adjustments on Accommodate: Returning Students

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

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”.

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

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

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