

# SDS ACCOMMODATE: HOW TO SUBMIT AN INITIAL REQUEST FOR SERVICES FORM

- Click on the button under “Student Accommodate Login” on the left side of the main web page of [sds.umbc.edu](https://sds.umbc.edu).
- This will log you into the Accommodate system
- Click on the “Accommodations” tab and it will direct you to fill out the Initial Request for Services form through the link:
- [https://umbc-accommodate.symplicity.com/public\\_accommodation/](https://umbc-accommodate.symplicity.com/public_accommodation/)

- You can also find the form directly through the form’s url:
- [https://umbc-accommodate.symplicity.com/public\\_accommodation/](https://umbc-accommodate.symplicity.com/public_accommodation/)

- Enter your UMBC student information in the SDS Initial Service Request Form
- \*indicates required field

UMBC  
AN HONORS UNIVERSITY IN MARYLAND

Accommodate  
by simplicity™

Initial Service Request Form

Submit ▶

software by simplicity™

\* indicates a required field

### Student Information

Please enter your information

First Name\*:

Middle Name:

Last Name\*:

UMBC Campus ID\*:

Email\*:  Please use your university issued email address

Phone Number\*:

Emergency Contact Name:

Emergency Contact Phone Number:

### Specific Accommodation Information

Disabling Condition(s):

Academic Strengths and Skills?:

Academic Difficulties/Challenges /Barriers?:

Adaptive hardware or

- Please upload your supporting documentation of your disability by clicking the +Add Item button

#### Specific Accommodation Information

Disabling Condition(s):

Academic Strengths and Skills?:

Academic Difficulties/Challenges /Barriers?:

Adaptive hardware or assistive technology used?:

What accommodations are you seeking?:

Upload supporting document(s):

A window will open to allow you to select your document to upload

Upload supporting document(s):

#### Document Information

Document Title\*

Document

File  
Maximum file size: 2048kb  
 No file selected.

Description

Once you have filled out the Initial Service Request Form and have attached your supporting documentation, please click the submit button.

- After you have submitted your Initial Service Request form and documentation you must make an appointment to meet with SDS staff for an intake.
- Please note the documentation review process can take up to two weeks.
- For further information regarding the registration process please visit our website [sds.umbc.edu](https://sds.umbc.edu) or contact us at 410-455-2459 or email [disAbility@umbc.edu](mailto:disAbility@umbc.edu)