

# Schedule a staff appointment in Accommodate

Office of Accessibility and Disability Services

# Making This Slide Deck Work for You

This slide deck is already designed with accessibility in mind. However, you can personalize it to better fit your needs using the options below

Prefer Text-to-Speech? Download this deck and use a reader that works for you!

- Download as PowerPoint (.PPTX): Use Read Aloud or [Immersive Reader in Microsoft PPT](#)
- Download as PDF: [Use Adobe Reader Read Out Loud](#) or screen reader software
- [Download Instructions for the Deck](#)

# Making This Slide Deck Work for You (Cont'd.)

Browser-Based Tools: These tools work directly in Chrome or Edge.

- [Natural Reader \(Chrome Extension\)](#)
- [Read Aloud: A Text-to-Speech Voice Reader](#)
- [Speech Central](#)
- [Microsoft Edge Read Aloud](#)

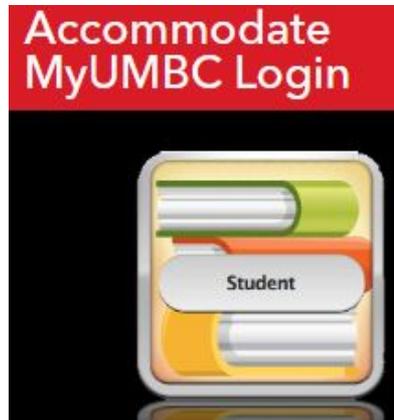
# Making This Slide Deck Work for You (Cont'd.)

## Visual Support Tools:

- [Helperbird](#) – font adjustments, spacing, dyslexia mode, color contrast
- [Dark Reader](#) – dark mode
- [OpenDyslexic Font for Chrome](#) – dyslexia-friendly font
- Use browser zoom, high contrast mode, or full-screen view as needed ([Google Chrome Accessibility Tips](#), [Microsoft Edge Accessibility Tips](#), [Safari Accessibility Tips \(macOS/iOS\)](#) )
- If you're looking for more options, feel free to explore our Assistive Technology (AT) list on our website. It includes a wide range of tools for organization, speech-to-text, managing distractions, and more. [View the full list here.](#)

# Step 1

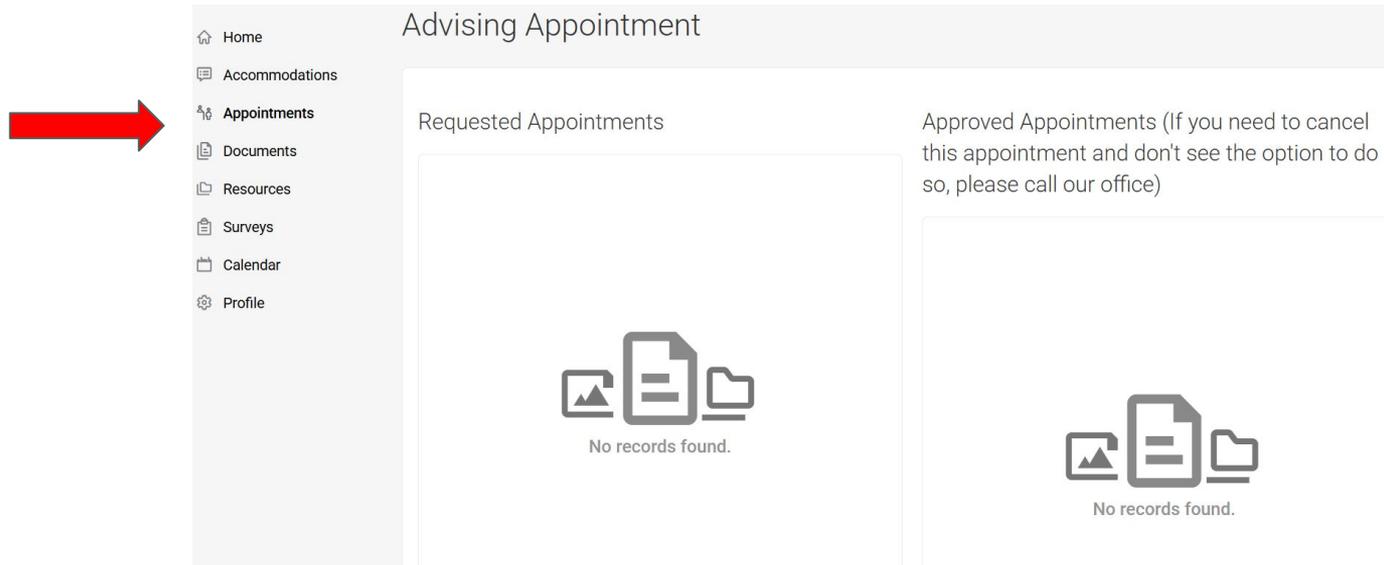
Go to [sds.umbc.edu](https://sds.umbc.edu). Click on the Accommodate myUMBC login/link at the top of the page. Here's a screenshot of the icon:



If you are not already signed into myUMBC, you will be prompted to sign in with your UMBC username and password.

## Step 2

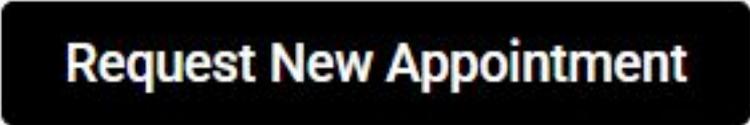
You should now be logged into our software called “Accommodate.” On the left side of the web page, you should see a list of menu options — click or select “Appointments.” It looks like this screenshot:



The screenshot displays the 'Advising Appointment' interface. On the left, a sidebar menu lists options: Home, Accommodations, **Appointments** (highlighted with a red arrow), Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Advising Appointment' and is divided into two sections: 'Requested Appointments' and 'Approved Appointments (If you need to cancel this appointment and don't see the option to do so, please call our office)'. Both sections currently show 'No records found.' with an icon representing a document and folder.

## Step 3

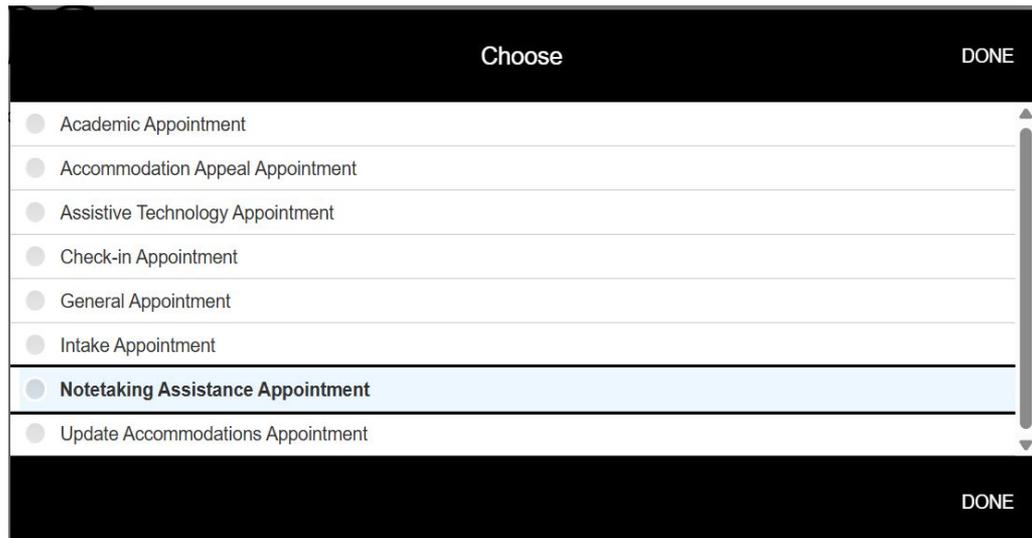
The page should now have a heading, "Advising Appointments." Scroll down — on the bottom left of the page, you should see a black rectangle labeled "Request New Appointment," click on that...



**Request New Appointment**

# Step 4

For type, choose from Check-In, General, Academic, Note Taking Assistance, or Update Accommodations. Do NOT select Initial Appointment (Intake) unless you have received an email from SDS telling you to do so. After you select the type, click "Done."



The screenshot shows a mobile application interface with a black header and footer. The header contains the word "Choose" on the left and "DONE" on the right. Below the header is a list of appointment types, each with a radio button to its left. The list items are: Academic Appointment, Accommodation Appeal Appointment, Assistive Technology Appointment, Check-in Appointment, General Appointment, Intake Appointment, **Notetaking Assistance Appointment** (highlighted in light blue), and Update Accommodations Appointment. A vertical scrollbar is visible on the right side of the list. The footer contains the word "DONE" on the right.

Appointment Type	Selected
Academic Appointment	<input type="radio"/>
Accommodation Appeal Appointment	<input type="radio"/>
Assistive Technology Appointment	<input type="radio"/>
Check-in Appointment	<input type="radio"/>
General Appointment	<input type="radio"/>
Intake Appointment	<input type="radio"/>
<b>Notetaking Assistance Appointment</b>	<input checked="" type="radio"/>
Update Accommodations Appointment	<input type="radio"/>

# Step 5

Skip over the dates and time ranges...don't click there. Click the box next to the available counselor's name on the left side. If appointment times don't show up right away on the right side of the screen, scroll to the bottom left and click "Refine Results."

Counselor(s)

+ - 🔍 search here

Tori J's Schedule (Assistive Technology and Note Taking)

Tori Jakpa

2 of 6 selected [ [show selected](#) ] [ [show all](#) ]

Tori Jakpa

4:00 pm

UMBC Main Campus - 30 mins

[Tori J's Schedule \(Assistive Technology and Note...](#)

UMBC Main Campus - 30 mins

▼ **Monday, Jul 21, 2025**

Tori Jakpa

1:00 pm

UMBC Main Campus - 30 mins

# Step 6

A box will pop up; answer the questions in the box, then click on the blue “Submit Request” button at the bottom of the screen. Click “submit.”

Confirm Appointment
×

\* indicates a required field

Have you already completed our online registration form and submitted documentation of your disability? \*

Do not schedule an intake appointment until you have registered and submitted disability documentation.

Yes    No

Have you already had an intake appointment with this office?

Yes    No

Type \*

Assistive Technology Appointment

Advisor \*

Tori Jakpa

Date \*

July 21, 2025

Submit Request

Cancel Or Return To Previous Screen

# Important notes

- You should log out of Accommodate and check your UMBC email for the appointment request email.
- Most appointments are automatically approved.
- If you get a message that the appointment has been declined, please go back to try another time or email the staff member directly to ask what would be a better time.
- You will receive a Google Calendar invitation (with the virtual appointment link if needed). Please reply to the Google Calendar Invitation and be prepared to enter the video conference at your appointment time.
- Please come to Math/Psych Room 212 (SDS reception desk) before your appointment time for in-person appointments.

\*\*If the soonest appointment is more than two weeks from now, please email the SDS office to ask for help getting an appointment earlier if you want one. 410-455-2459 or [disability@umbc.edu](mailto:disability@umbc.edu).