



## How to Access & Navigate Your NWCC Accommodate Platform

NWCC has implemented a new accommodation management platform called NWCC Accommodate. The NWCC Accommodate Faculty Platform allows instructors to review student accommodation letters, access accommodation-related information, and manage testing-related processes.

Please follow the step-by-step instructions below to access and navigate your NWCC Accommodate Platform.

### Access the NWCC Accommodate Faculty Platform

To access your NWCC Accommodate Platform:

1. open the [NWCC Accommodate](#) Platform
2. select Faculty
3. log in using your NWCC credentials

### Navigate the NWCC Accommodate Platform

#### Accommodation Letters/Memos

To view your accommodation letters, select:

**Accommodation → Emails/Letters**

Faculty will receive notification when a student has approved accommodations available for review.

Once the accommodation letter is open, faculty may review approved accommodations, print the accommodation letter, or generate a PDF copy for reference.

#### Electronically Signing Accommodation Letters

The first time you open an accommodation letter, your signature may be requested in a black signature box located next to the letter.

Please complete the requested information and select Save.

#### Testing Accommodation Requests

Faculty may receive notifications regarding testing accommodations for students approved for reduced-distraction testing accommodations.

Instructors are responsible for:

- uploading exams and instructions,
- identifying allowable materials (e.g., notes, formula charts, calculators),
- clearly communicating exam security expectations and testing requirements, and
- collaborating with Disability Services when alternative testing arrangements or accommodations are necessary.

#### Disability Services Resources

To view resources uploaded by the Disability Services Office, select:

**Resources → Resource Library**

### **IMPORTANT REMINDERS**

Faculty members are expected to maintain confidentiality of disability-related information and implement approved accommodations in a timely manner.

Accommodation letters should be reviewed promptly upon notification.

If questions arise regarding accommodations, implementation, accessibility concerns, or essential course requirements, please contact the Disability Services Office for assistance.