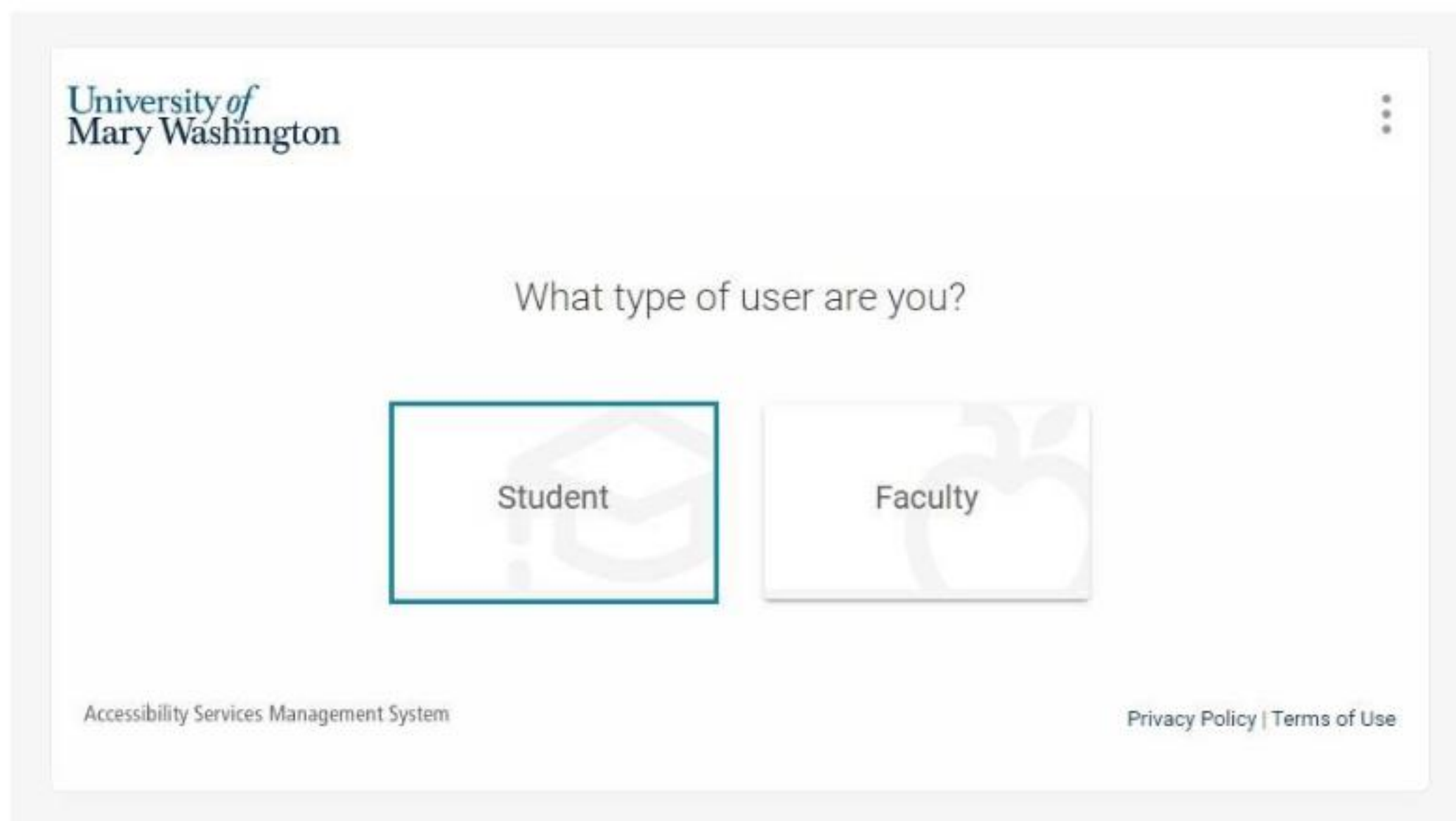


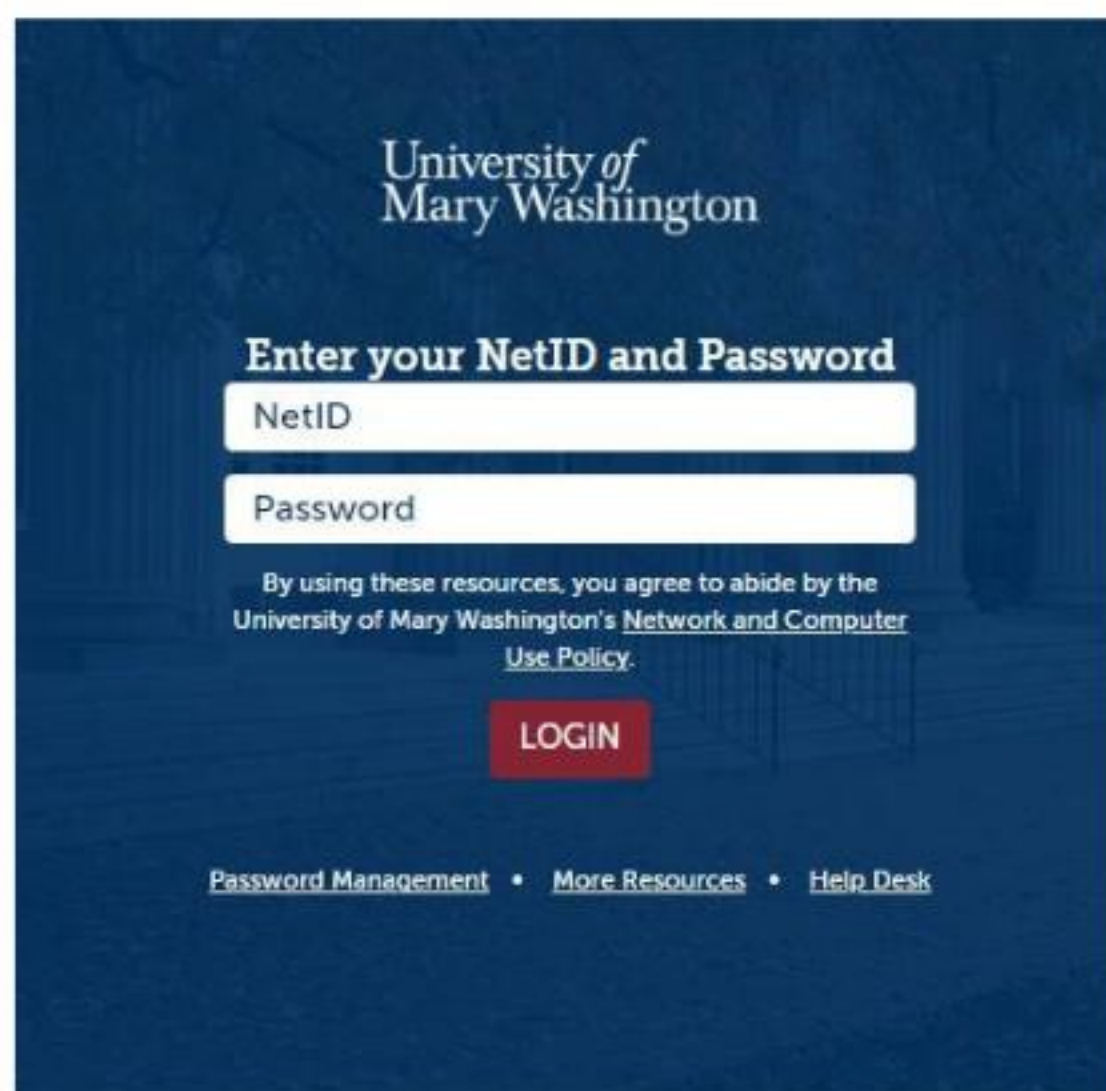
Uploading Documents into Accommodate

1. Go to the [Accommodate Portal](#) website and click on the “Students” option presented on your screen.



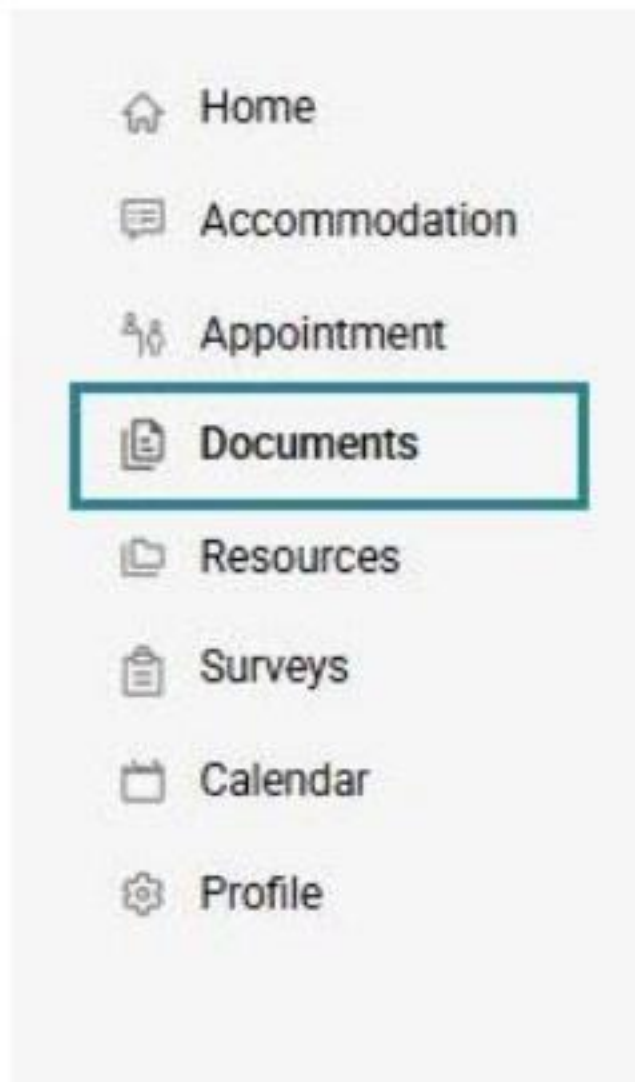
The screenshot shows the login page of the University of Mary Washington's Accommodate Portal. At the top left is the university's logo. In the top right corner, there are three vertical dots representing a menu. The main heading in the center asks, "What type of user are you?". Below this heading are two buttons: "Student" and "Faculty". The "Student" button is highlighted with a blue border. At the bottom left, it says "Accessibility Services Management System", and at the bottom right, it says "Privacy Policy | Terms of Use".

2. Log into the Accommodate Portal, using your UMW NetID and password.

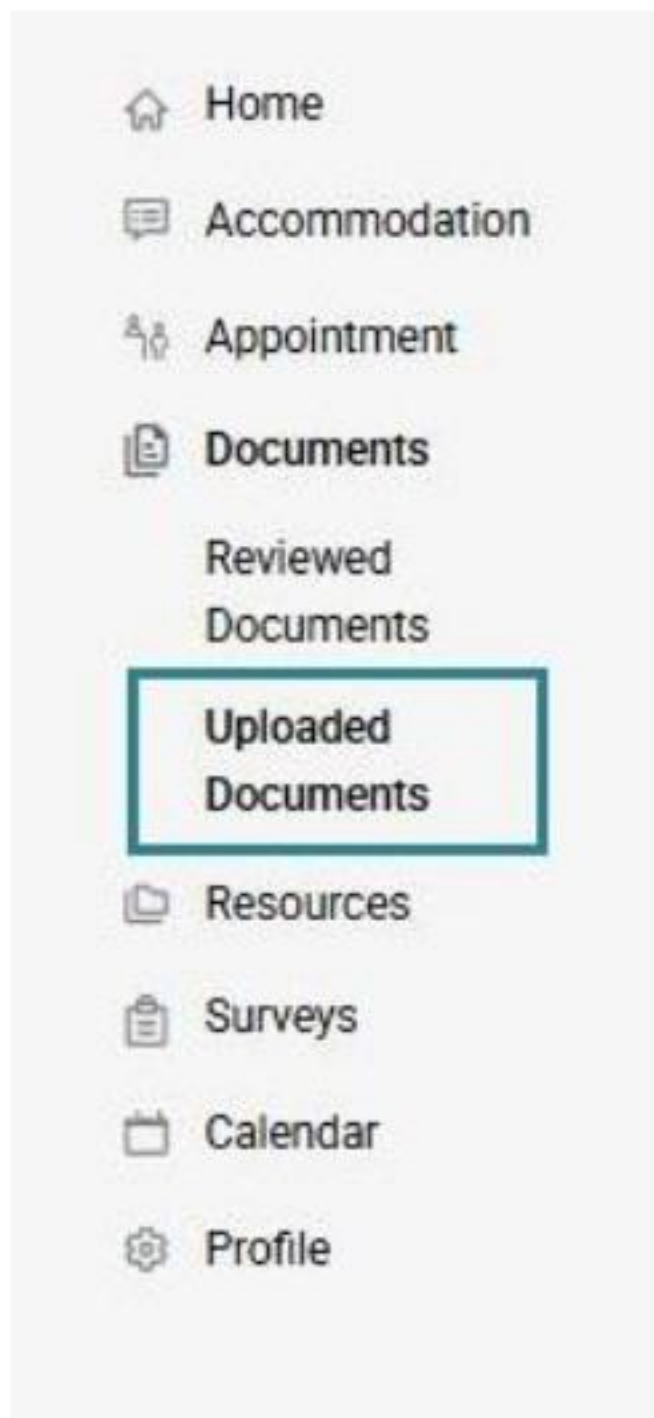


This screenshot shows the login page with a dark blue background and a faint image of a building. The University of Mary Washington logo is at the top. Below it, the text "Enter your NetID and Password" is displayed. There are two white input fields: the first is labeled "NetID" and the second is labeled "Password". Below the input fields, a line of text states: "By using these resources, you agree to abide by the University of Mary Washington's [Network and Computer Use Policy](#)." Below this text is a red button with the word "LOGIN" in white. At the very bottom, there are three links: "Password Management", "More Resources", and "Help Desk", separated by bullet points.

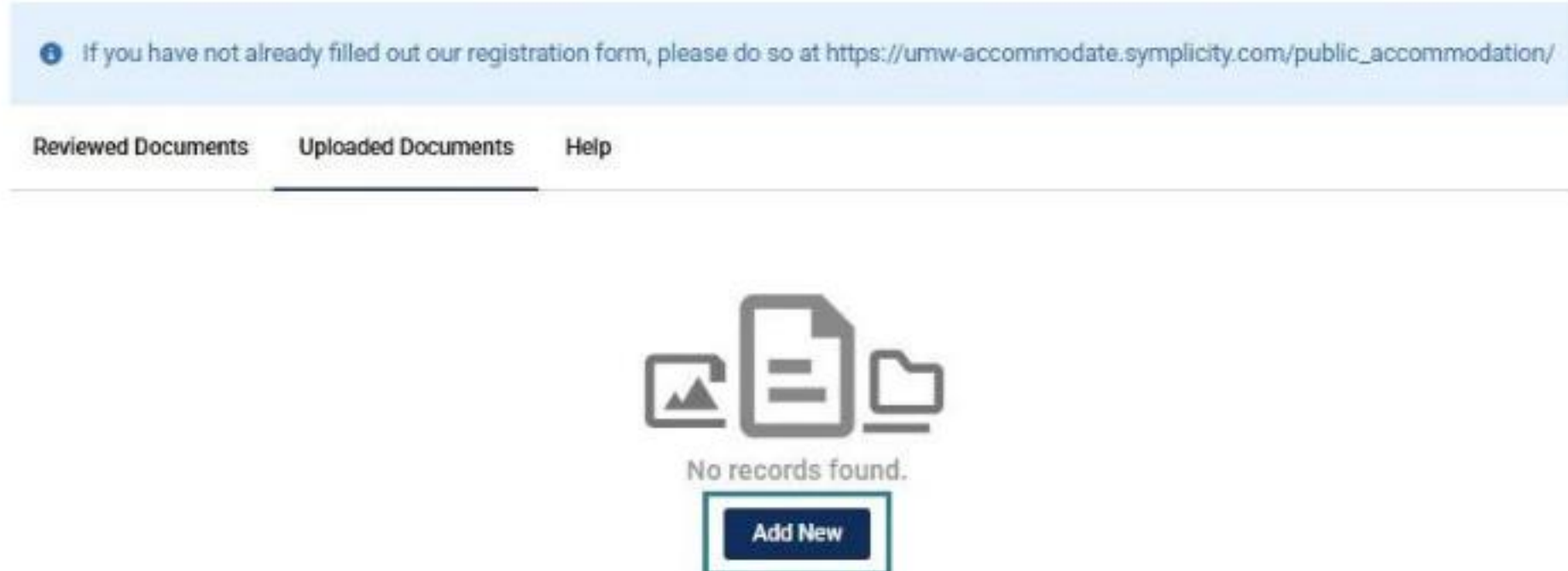
3. Click on the “Documents” tab located on the left side of the screen as part of the main menu column.



4. Click on either the “Uploaded Documents” or “Reviewed Documents” subtab.



5. Click on the “Add New” button.



6. Type in the name of your document into the “Label” section and click on the “Upload File” button to select and upload your document. We recommend to scan or convert all files into either a PDF, Word, or JPG format and to avoid any password-protected file uploads. To scan a document into a PDF format, you may download the free [Adobe Scan](#) app to your Phone/iPad/Tablet and follow the [Instructions for using Adobe Scan](#).

* indicates a required field

Student Document

Label *

Document Type

☒ Documentation from Prior Institution

☐ Other

☐ Supporting Medical Documentation

File

Drop files here to upload

Upload File

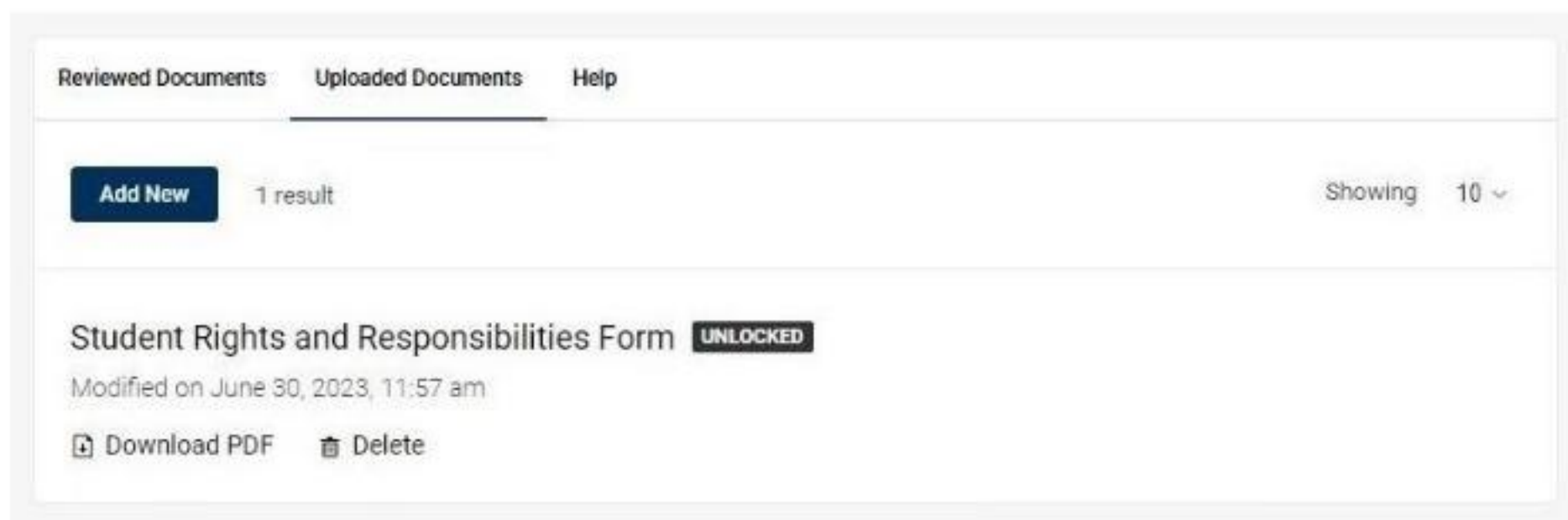
Submit Cancel

7. Confirm that the information is correct and click on the “Submit” button.

Submit

Cancel

8. The submitted document will initially appear in the “Uploaded Documents” subtab until a specialist reviews it. Upon ODR review, the document will move into the “Reviewed Documents” subtab.



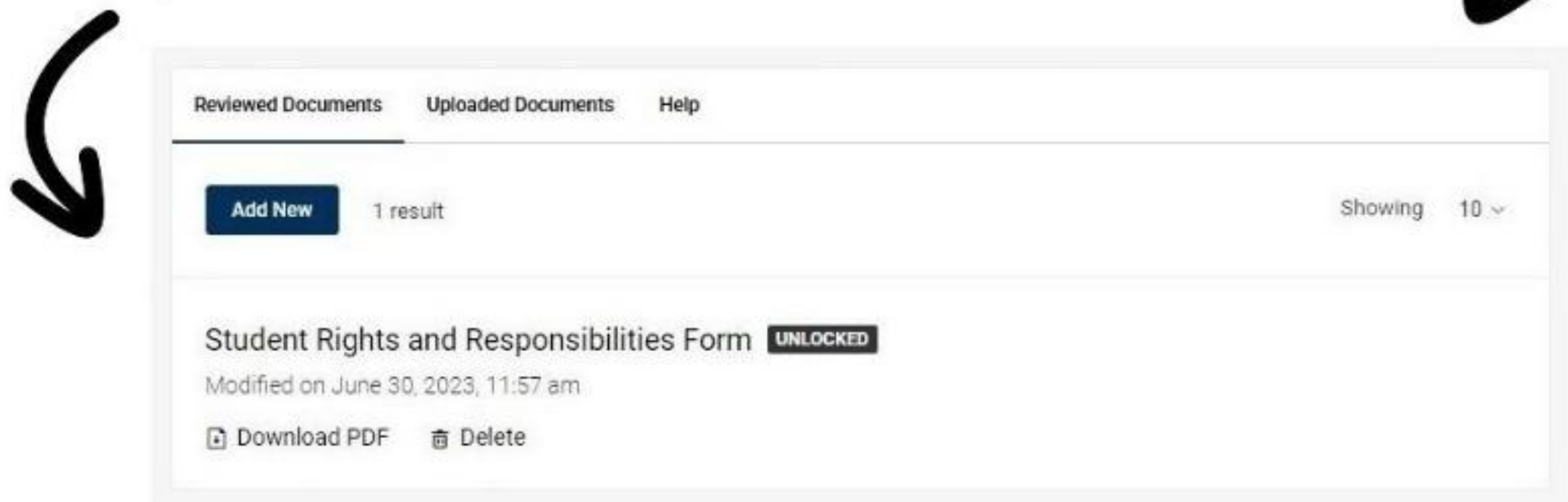
Reviewed Documents | **Uploaded Documents** | Help

Add New 1 result Showing 10 ▾

Student Rights and Responsibilities Form **UNLOCKED**

Modified on June 30, 2023, 11:57 am

Download PDF Delete



Reviewed Documents | Uploaded Documents | Help

Add New 1 result Showing 10 ▾

Student Rights and Responsibilities Form **UNLOCKED**

Modified on June 30, 2023, 11:57 am

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If you have any questions, please contact ODR
at odr@umw.edu or 540-654-1266.