Uploading Documents into Accommodate
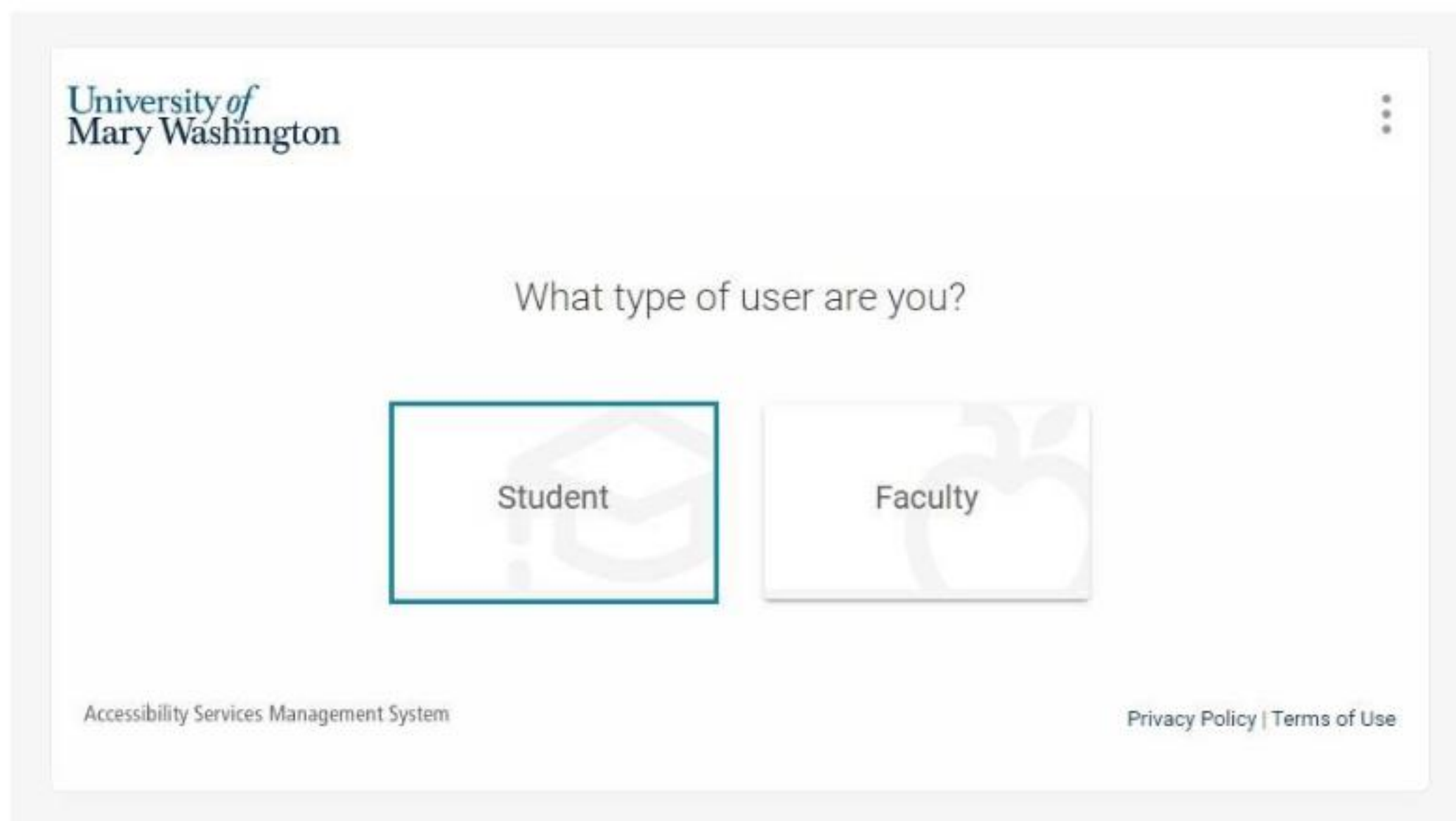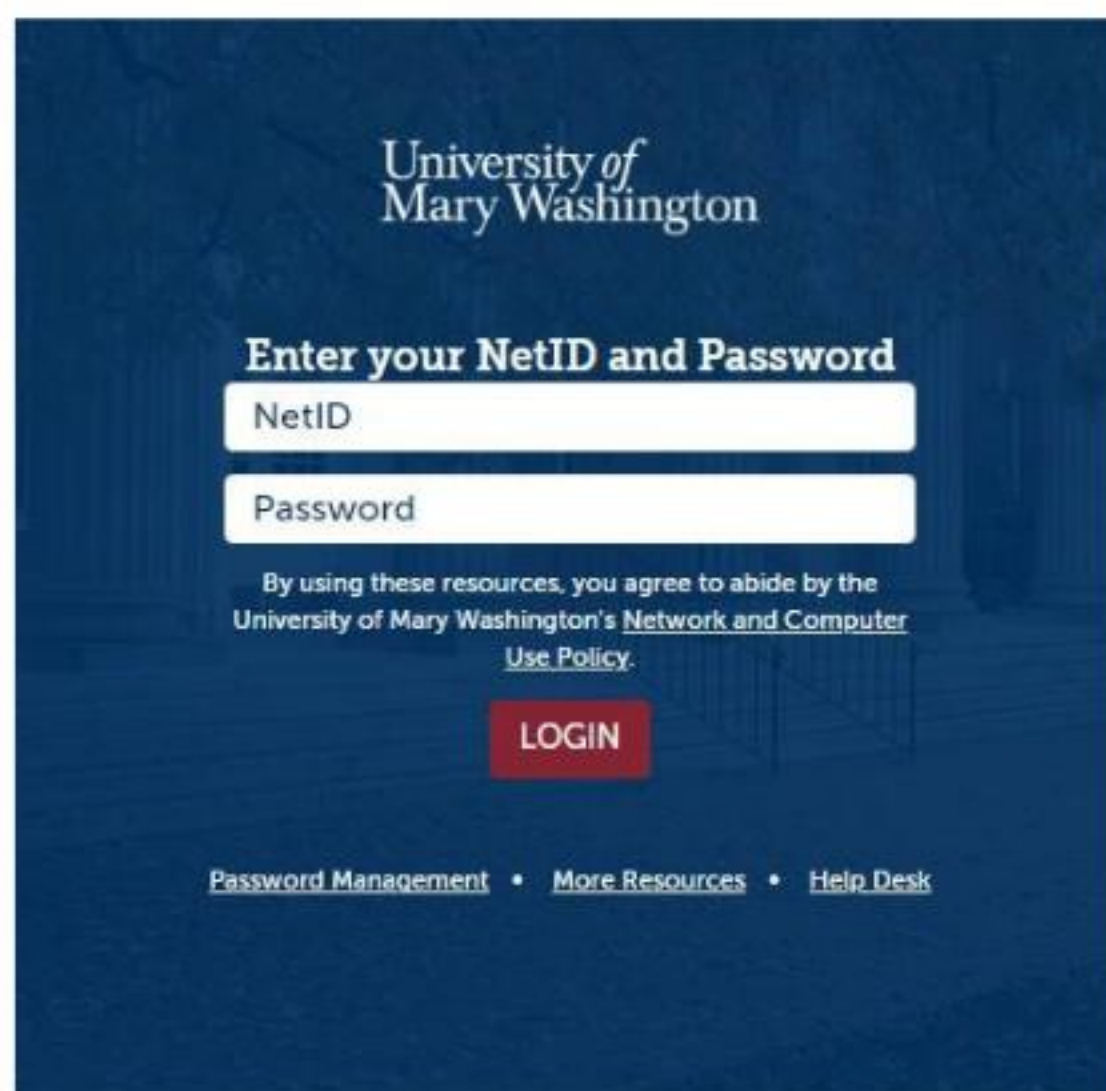
1. Go to the Accommodate Portal website and click on the "Students" option presented on your screen.

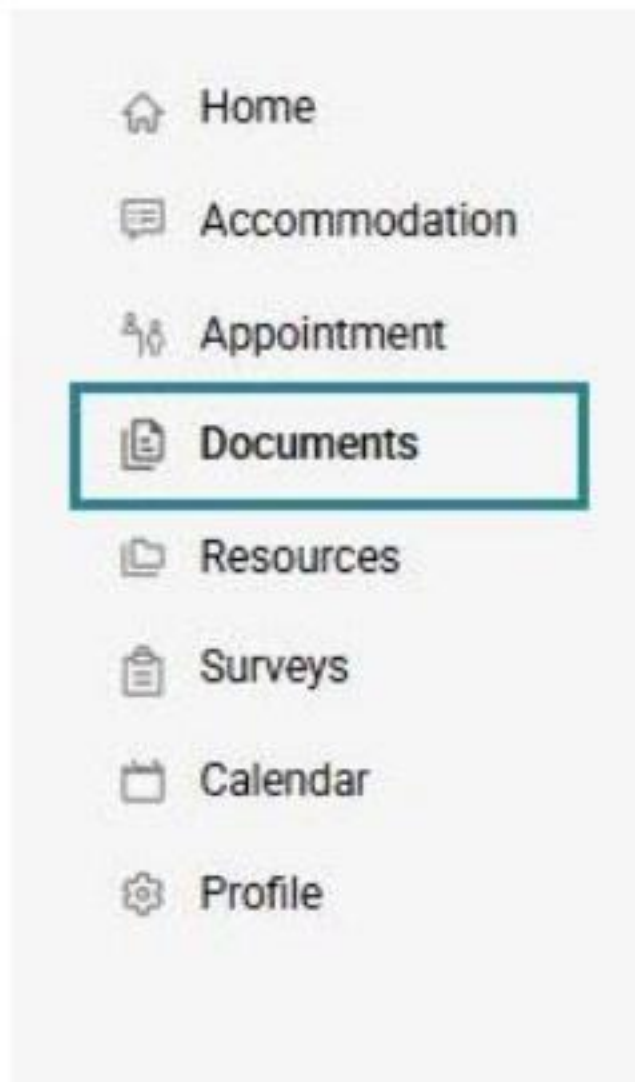2. Log into the Accommodate Portal, using your UMW NetID and password.

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

Home
Accommodation
Appointment
Documents
Resources
Surveys
Calendar
Profile

4. Click on either the "Uploaded Documents" or "Reviewed Documents" subtab.

Home
Accommodation
Appointment
Documents
Reviewed Documents
Uploaded Documents
Resources
Surveys
Calendar
Profile
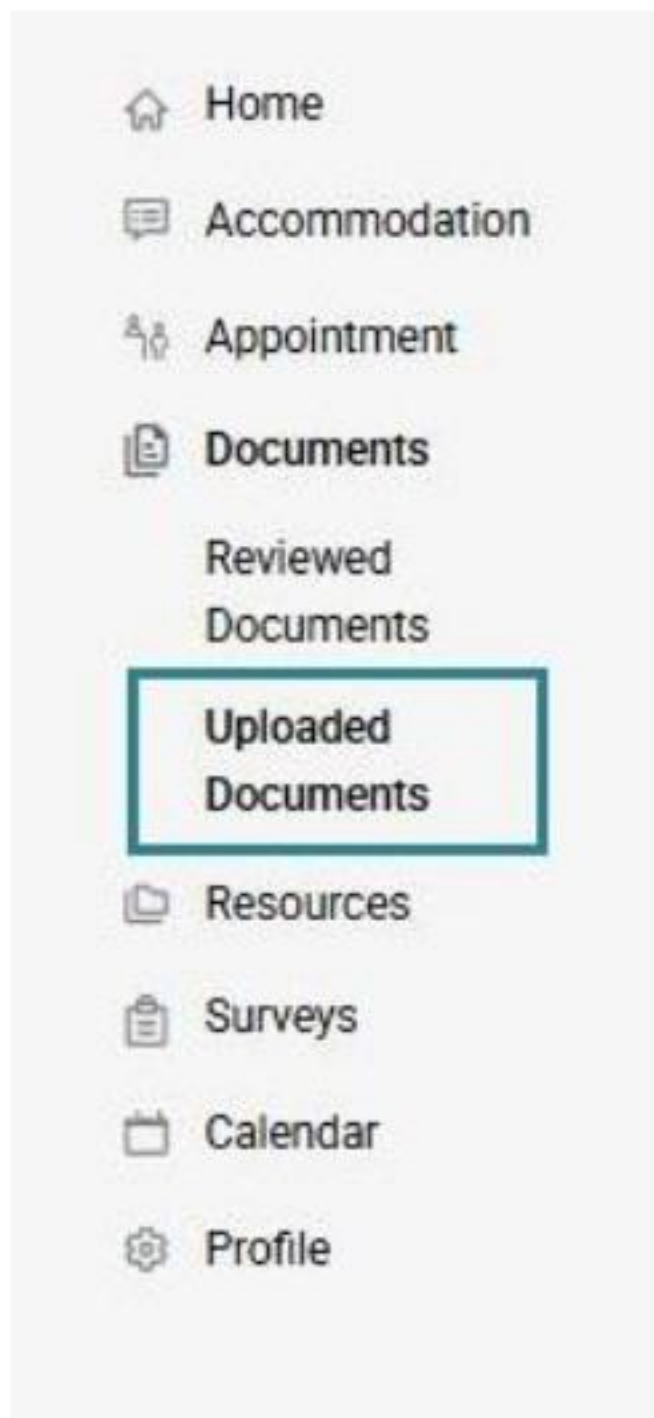
5. Click on the "Add New" button.

Reviewed Documents   Uploaded Documents   Help

No records found.

Add New
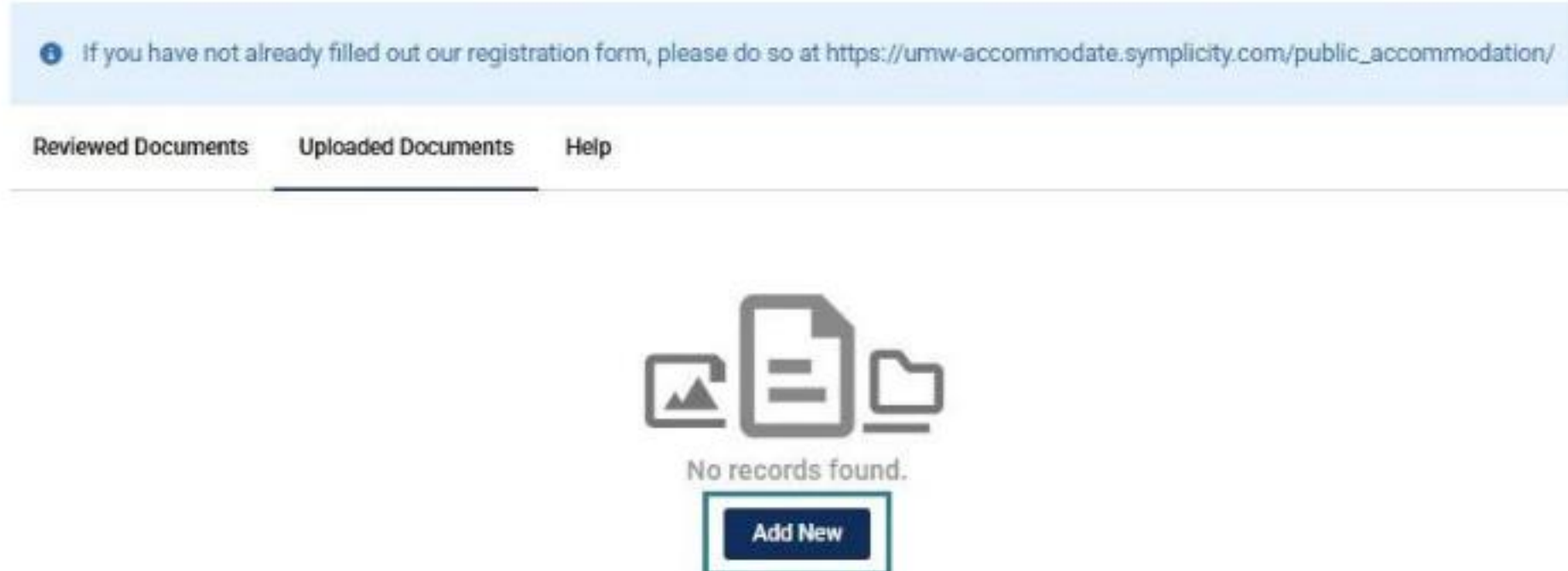
6. Type in the name of your document into the "Label" section and click on the "Upload File" button to select and upload your document. We recommend to scan or convert all files into either a PDF, Word, or JPG format and to avoid any password-protected file uploads. To scan a document into a PDF format, 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
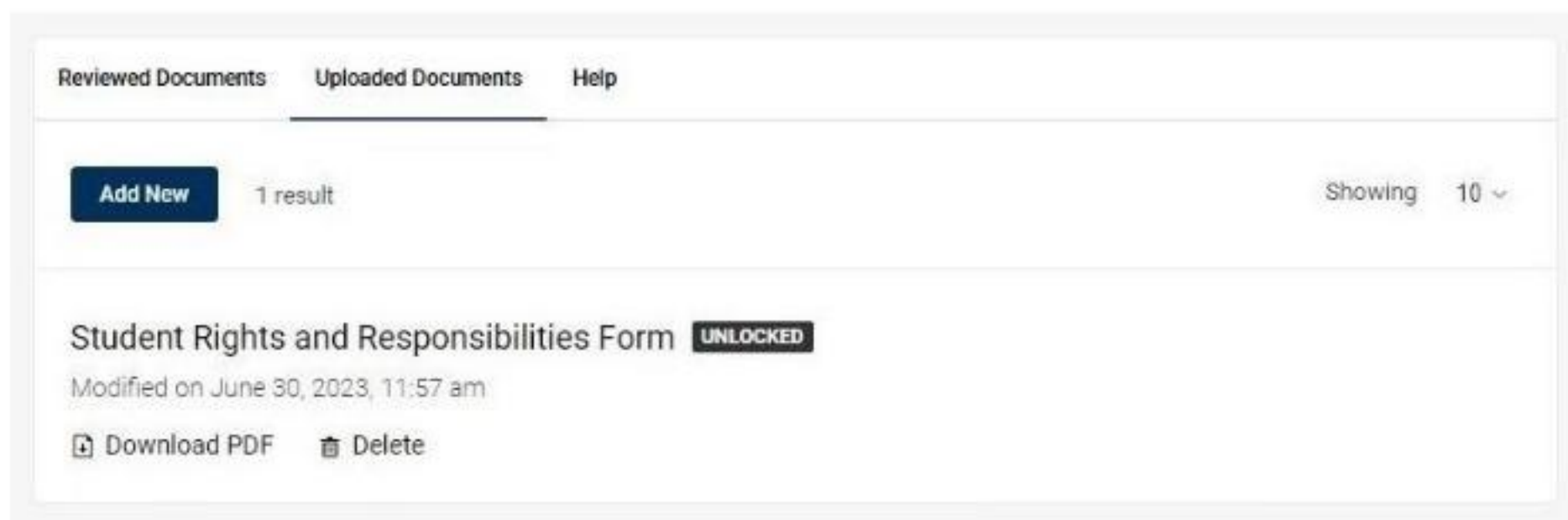
File

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.
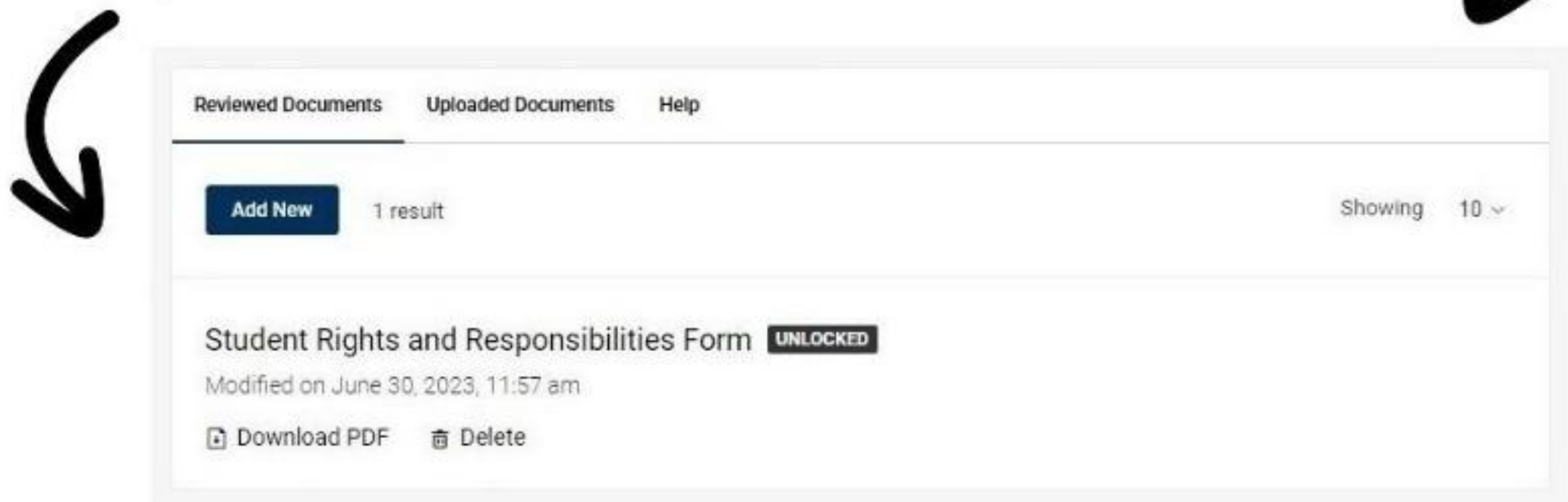
Reviewed Documents	Uploaded Documents	Help

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
⤓ Download PDF   🗑 Delete

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