

First-time Request for Accommodations

STUDENTS REQUESTING ACCOMMODATIONS FOR THE FIRST TIME:

1. **Access the Accommodate portal**, [click here:](https://hws-accommodate.symlicity.com)
<https://hws-accommodate.symlicity.com>
 - a. Log in by using your HWS credentials.
 - * It may ask for your credentials twice, if you are not already logged into the HWS system.
2. Select the **[Accommodation Request Intake Form](#)** from the News Feed.
3. Please complete the form and upload documentation. (Guidelines for documentation can be found on the Disability Services website https://www.hws.edu/academics/ctl/disability_services.aspx)
4. Once your request has been submitted you will receive a confirmation email with directions to schedule a meeting or asking for additional information.
5. If you have any questions or concerns please contact Disability Services at ctl@hws.edu or (315) 781-3351.