

# Student Accessibility and Support Services (SASS)

## Introduction to SymPLICity

■ SYMPLICITY



# What is Symplicity?

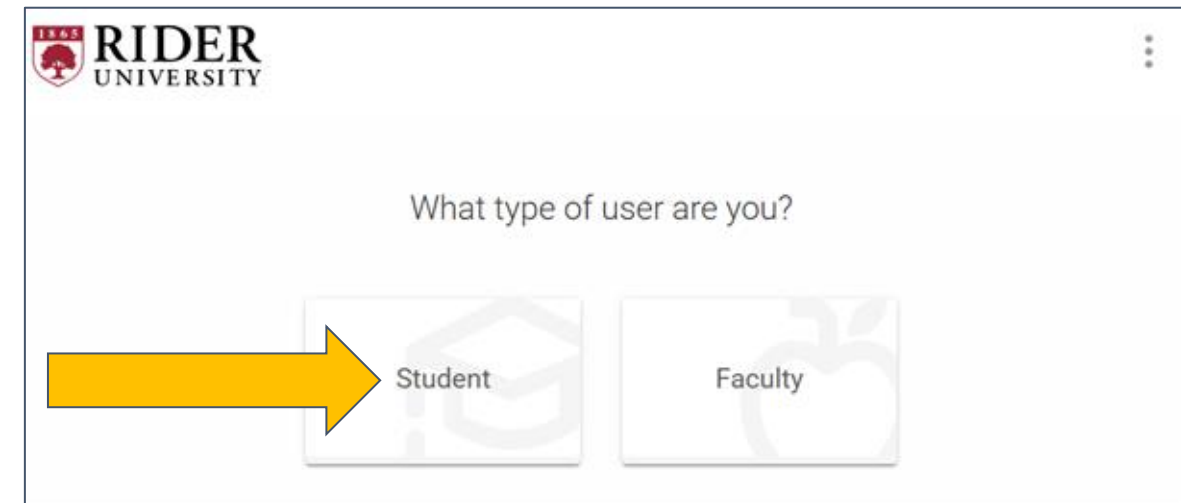
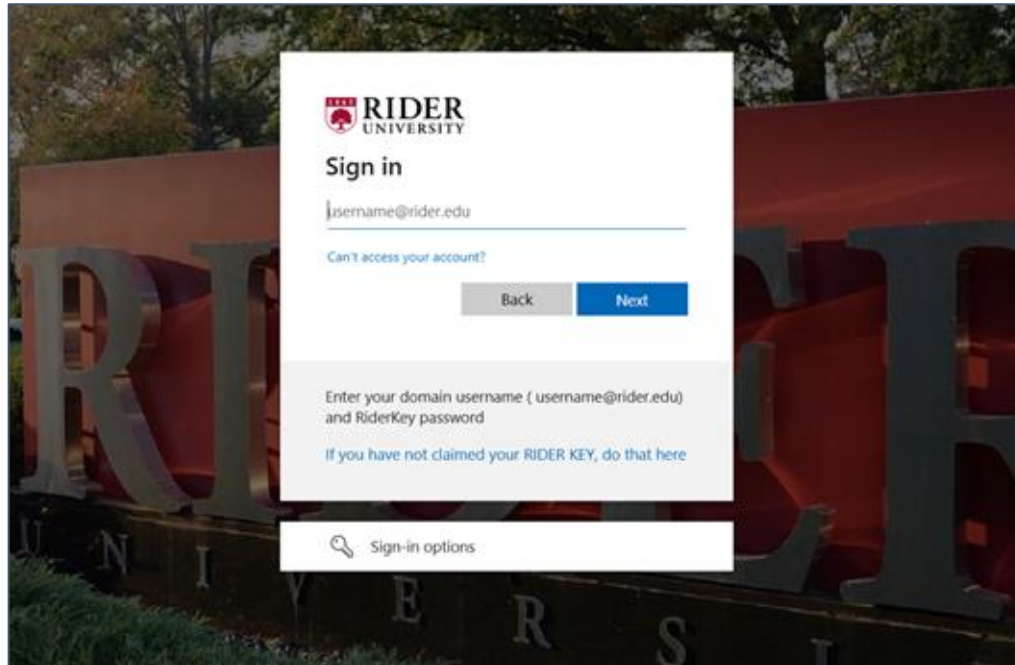
- Symplicity is a new online system where students can request academic accommodations.
- It helps connect students with Student Accessibility and Support Services (**SASS**).
- You can submit requests and track your accommodations.





# How to log in to your account

- Open your browser.
- Go to [rider-accommodate.symplcity.com](https://rider-accommodate.symplcity.com)
- Tip: Use Google Chrome for best results.
- Once logged in you will be prompted to the home page(As seen below).
- Use your Rider login (Ex:[Doej@rider.edu](mailto:Doej@rider.edu)).
- Please select “student” on the left





# Viewing Accommodations



- Home
- Accommodation
- Appointment
- Resources
- Surveys
- Calendar
- Profile

## News Feed

### Semester Requests

#### Letters

In the left menu, select Accommodations > Accommodation Letters.

#### Appointments

In the left menu, select Appointments > Follow the instructions on the screen to book an appointment.

#### Semester Requests

It is your responsibility to submit a Semester Request for each semester that you are using your accommodations.

Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester.

**To submit a semester request:** Select Accommodation > Select Semester Request > select add new > select the semester > select submit for all OR select review to select which courses you want to utilize accommodations

Once a semester request is submitted, a copy of your letter will be sent to your faculty to review via Accommodate.

**Please note:** if you add a new class after submitting a semester request, you will need to submit a new request in order for letters to be sent to your new faculty.

## Shortcuts

[> My Activity Summary](#)

- Click on the Accommodation Tab to view students accommodations, which will prompt a new drop down box.

- You are now prompted to the homepage, here you can access all student information, documents, requests etc.



# Requesting Accommodations (continued)



Return | Return to list (Accommodation)

Home

Accommodation

Accessibility Request

Supplemental

Semester Request

Accommodation Letters

Equipment

Documents

Appointment

Resources

Surveys

Calendar

Profile

Accommodation

< Accessibility Request Supplemental Semester Request Letters Equipment >

Case manager not assigned

Student Accessibility & Support Services

Request #

Student

Student Status

Current Student

Preferred Pronouns

She/Her/Hers

Student Cell Phone Number

[https://rider-accommodate.symlicity.com/students/index.php?s=career\\_counseling&mode...](https://rider-accommodate.symlicity.com/students/index.php?s=career_counseling&mode...) your disability/disabilities

**Here you will click on “Accessibility request” and all of your information is already filled out on your account.**



# Requesting Accommodations (continued)

Return to Accommodation | Return to list (Accommodation)

## Accommodation

- Home
- Accommodation
  - Accessibility Request
  - Supplemental
  - Semester Request**
  - Accommodation Letters
  - Equipment
  - Documents
- Appointment
- Resources
- Surveys
- Calendar
- Profile

Accessibility Request

Supplemental

**Semester Request**

Letters

Equipment

Documents

Semester

Apply Search

Add New



**\*Here, you will find your accommodation requests by semester.**



# Requesting Accommodations (continued)

The screenshot displays a web application interface for requesting accommodations. On the left is a sidebar menu with options: Home, Accommodation (expanded), Accessibility Request, Supplemental, Semester Request, Accommodation Letters (highlighted), Equipment, Documents, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and includes a breadcrumb trail 'Return to Accommodation | Return to list (Accommodation)'. A yellow arrow points to the 'Letters' tab in the top navigation bar, which is underlined. Below the tabs, it shows '1 results' and a 'Showing 20' dropdown. The single result is a card titled 'Student Confirmation Letter' with the text 'Created on March 27, 2026, 4:08 pm'. At the bottom of the page, it says 'POWERED BY ■ simplicity' and has links for 'Privacy Policy' and 'Terms of Use'.

**\*Here, you will find your approved accommodations letter once you have gone through the intake interview process.**



# Accessing Accommodations

- Students must sign their Letter(s) of Accommodation (LOAs) or Semester letters to access approved accommodations for the semester. Unsigned LOAs/Semester letters will result in no access.
- To the left this is how an Example LOA/Semester letter will occur on each student's portal

The screenshot displays the Rider University student portal interface. On the left is a navigation menu with options: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters (selected), Equipment, Documents, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Letters' and includes tabs for Accessibility Request, Supplemental, Semester Request, Letters (selected), Equipment, and Documents. Below the tabs are buttons for 'Print Letter', 'Generate PDF', and 'Cancel'. A 'Send Notification' section follows, with a subject line 'Student Confirmation Letter' and the Rider University logo. Contact information for Student Accessibility and Support Services (SASS) is provided, including the address, phone number, email, and website. There are input fields for 'Student' and 'Disability Services Provider'. The 'Date of Approval' is listed as March 27, 2026. Under 'Approved Academic Accommodations', two categories are shown: 'IN CLASS ACCOMMODATIONS' and 'Exam Accommodations/50% extended time for in class/online exams and quizzes' for Spring 2026 (test). Another category, 'In-Class Accommodations/Digital Recorder/Glean/Otter.ai/ SmartPen', is also listed for Spring 2026 (test). A disclaimer at the bottom states that the accommodations are approved by SASS and will remain in effect for the duration of the student's time at Rider University, with a note that it is the student's responsibility to request these accommodations each semester.



# Requesting Accommodations (continued)

Return to Accommodation | Return to list (Accommodation)

## Accommodation

Accessibility Request Supplemental Semester Request Letters **Equipment** Documents

No records

**\*Here, you will find any assistive technology equipment that you borrowed for the semester or for the entire academic year.**



# Requesting Accommodations (continued)

Return to Accommodation | Return to list (Accommodation)

## Accommodation

- Accessibility Request
- Supplemental
- Semester Request
- Letters
- Equipment
- Documents**

[Add New Accessibility Document](#)

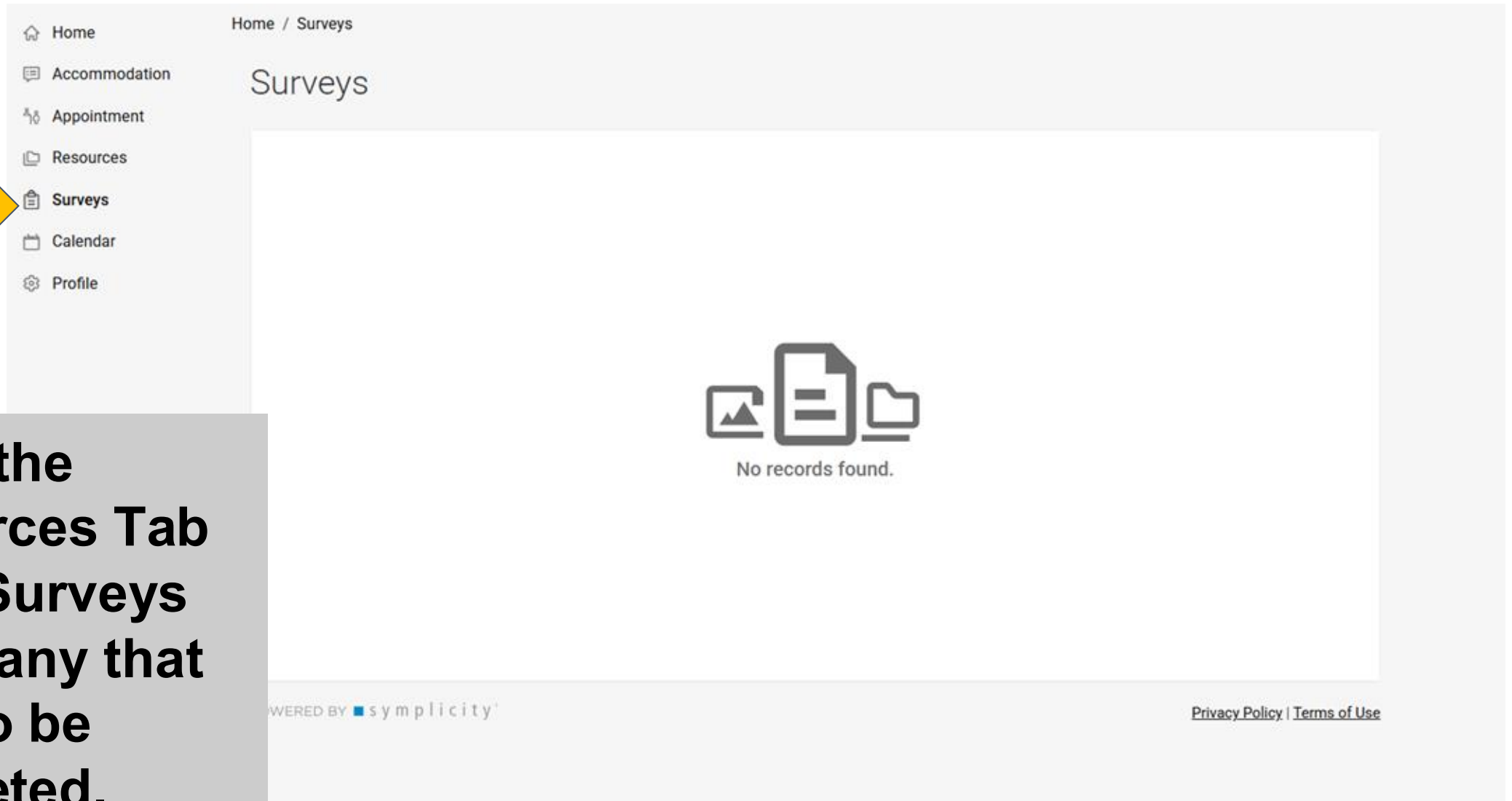


No records

**\*Here, you will find other documents that pertain to your accommodations.**



# Other Tabs (continued)



**Under the Resources Tab is the Surveys Tab, if any that need to be completed.**

[illegible]



# Other Tabs (continued)



**Navigation Menu:**

- Home
- Accommodation
- Appointment
- Resources
- Surveys
- Calendar
- Profile
  - Personal
  - Academic
  - Privacy

**News Feed**

**Semester Requests**

**Letters**

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**Shortcuts**

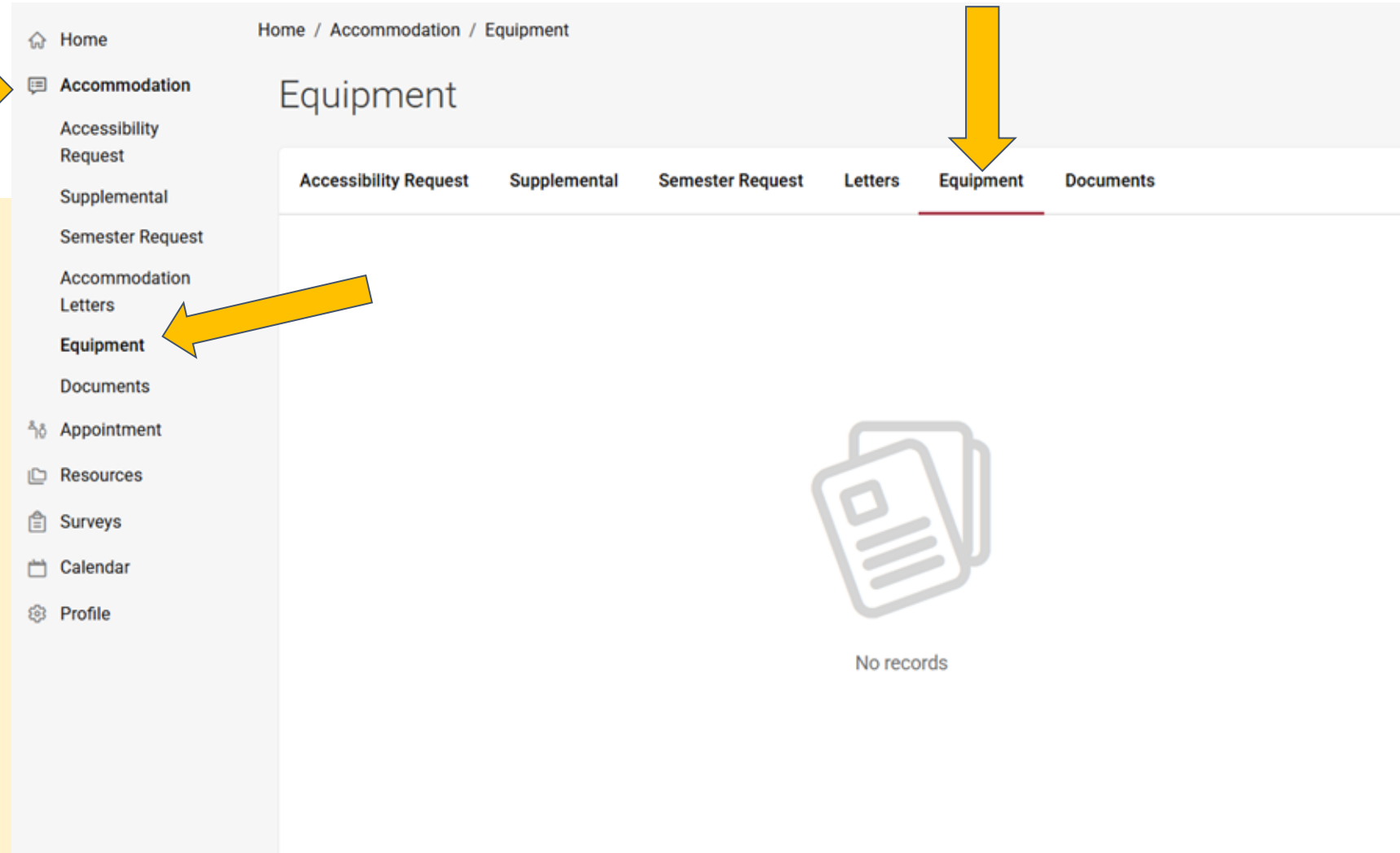
[> My Activity Summary](#)

**Finally, underneath the Calendar Tab is the Profile Tab. You are able to access both the Personal and Academic Sections of your Profile.**



# Requesting Equipment

1. Go to Accommodation > Equipment.
2. Click Request Equipment (if available).
3. Select the equipment you need.
4. Complete the required details.
5. Click Submit.
6. Check the Equipment tab for your request status.





# As a Reminder

- **SASS will send your approved Letter(s) of Accommodation (LOAs) or Semester Letters directly to your instructors. You do not need to send them yourself.**