# How to use the Accessibility Services Student Web Portal to:
REQUEST ACCOMMODATIONS FOR AN UPCOMING TEST/EXAM
(prior to our advertised booking deadlines)

IMPORTANT: Before proceeding, please make sure you have first used the " 1. Request Accommodations" module of the portal to submit a request for course-specific accommodations in the course that needs a test/exam booking request. If you have not already done this for a course, that course will not be available to select from when you use the " 2. Schedule a Test/Exam" module.

STEP 1
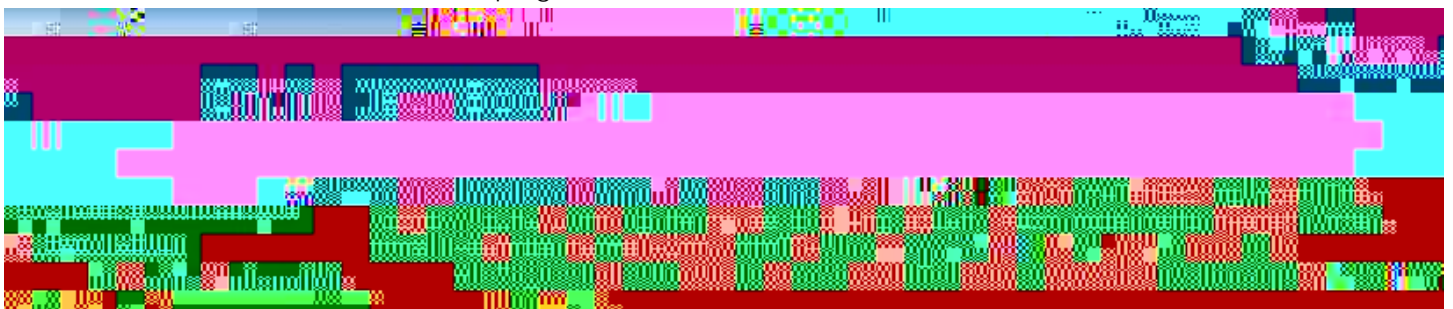
Using an internet browser, go to the student web portal.
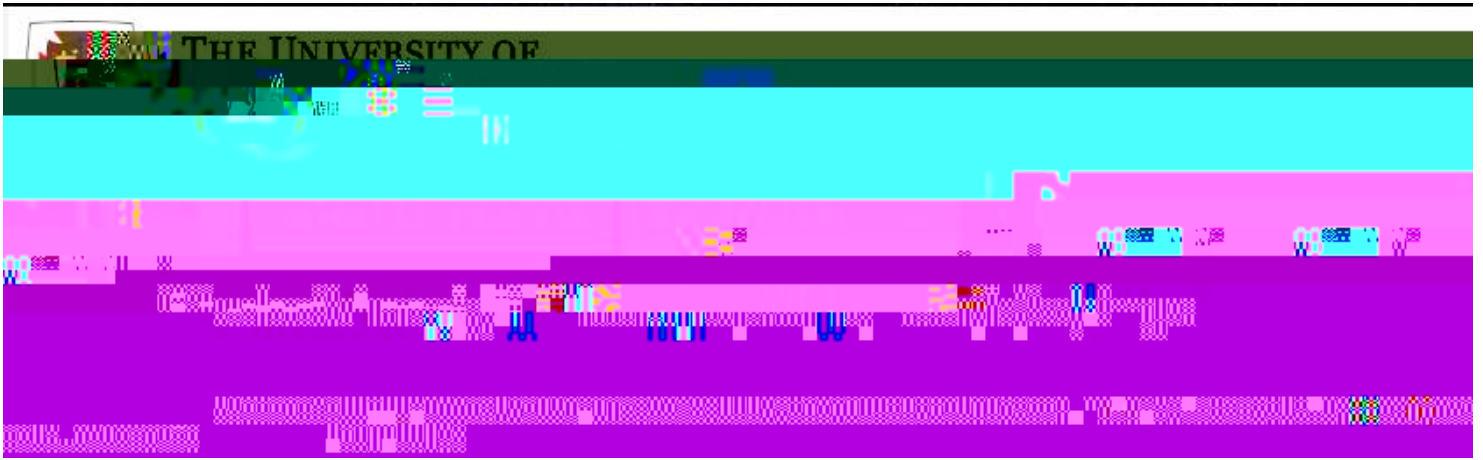
STEP 5

You will be directed to a sign-in page, which will need [your WebAdvisor username and password](#).

STEP 6

You will be taken to the first page of the Online Test Booking wizard. If this is your first time booking a test online, read the instructions before selecting the "Next" button at the bottom of the page.

If the test you need to book is not already listed, you will need to enter the class test information manually:

Either type directly into the empty date and time fields, or click on the following buttons. (Note: Screen reader users can use the " tab" keyboard button to navigate between the text fields.)

You may use the calendar pop-up button next to the " Date of class test" to specify the day your class will be writing this test. (Note: some dates may not be available to choose from, such as those outside our deadlines, holidays, or Sundays, but if you think a date has been blocked off in error, contact our office to let us know.)

STEP 9 (skip this step if you selected a previously-submitted date/time)

On the "Confirm prof info" page, you will be shown the instructor name and contact information the University system currently has listed for this course.

If needed, use the name, e-mail, and phone fields to send our office updated information and/or to provide us with an additional instructor's name and contact information (e.g. if your course is being "team-taught" by more than one instructor).

Select t

Select the "Next" button to continue.

STEP 12

On the "Search status" page, the online booking system will let you know if the date/time you requested is available or unavailable due to a scheduling conflict. The webpage will provide information on ho
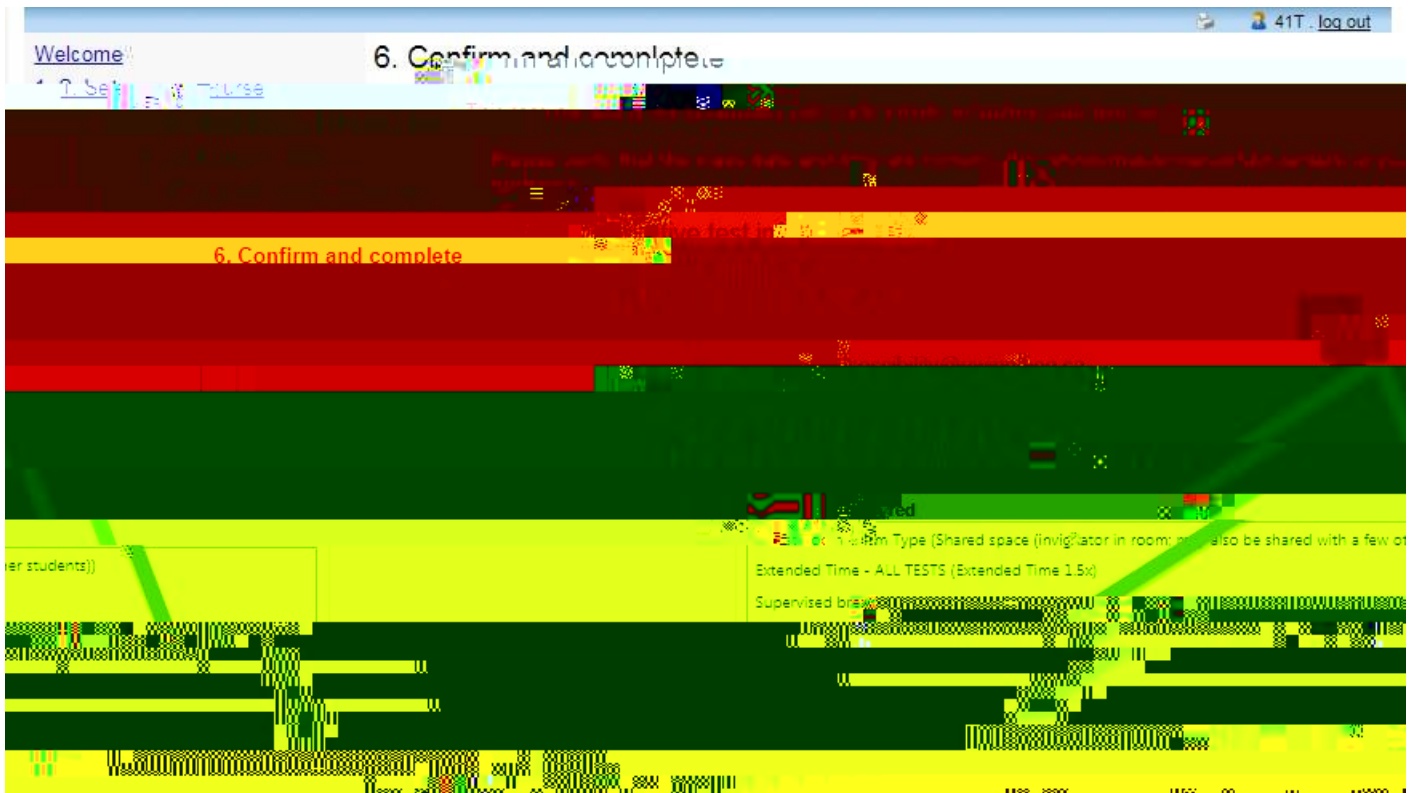
STEP 14

You will be taken to a page that says, "Thank you for your submission." At this point, you may choose to either:
- Click the "Schedule another test" button to repeat the process and submit a different test booking
- Go to the "My upcoming events" link on the toolbar to view the upcoming tests that you have already booked
- Click the "log out" link in the upper right to sign out of the web portal

Provided the e-mail address we have on file for you and your instructor are correct, the test booking system will automatically send e-mail notifications to:
- Your instructor: that you have submitted a test booking and instructions (on how to provide information about and a copy of the test and how to later receive your test responses). They will also receive reminders 7 days and 2 days before your test date if they have not provided AS with a test copy by then.
- You: 3 days before the test, reminding you that you have booked it with AS