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

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.

<u>STEP 1</u>

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

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<u>STEP 5</u>

You will be directed to a sign-in page, which will need <u>your WebAdvisor username</u> and password.



<u>STEP 6</u>

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.

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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.)

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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, <u>contact our office</u> to let us know.)



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

<u>STEP 10</u>

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).

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Select the "Next" button to continue.

<u>STEP 12</u>

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



<u>STEP 14</u>

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 <u>the e-mail address we have on file for you</u> 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