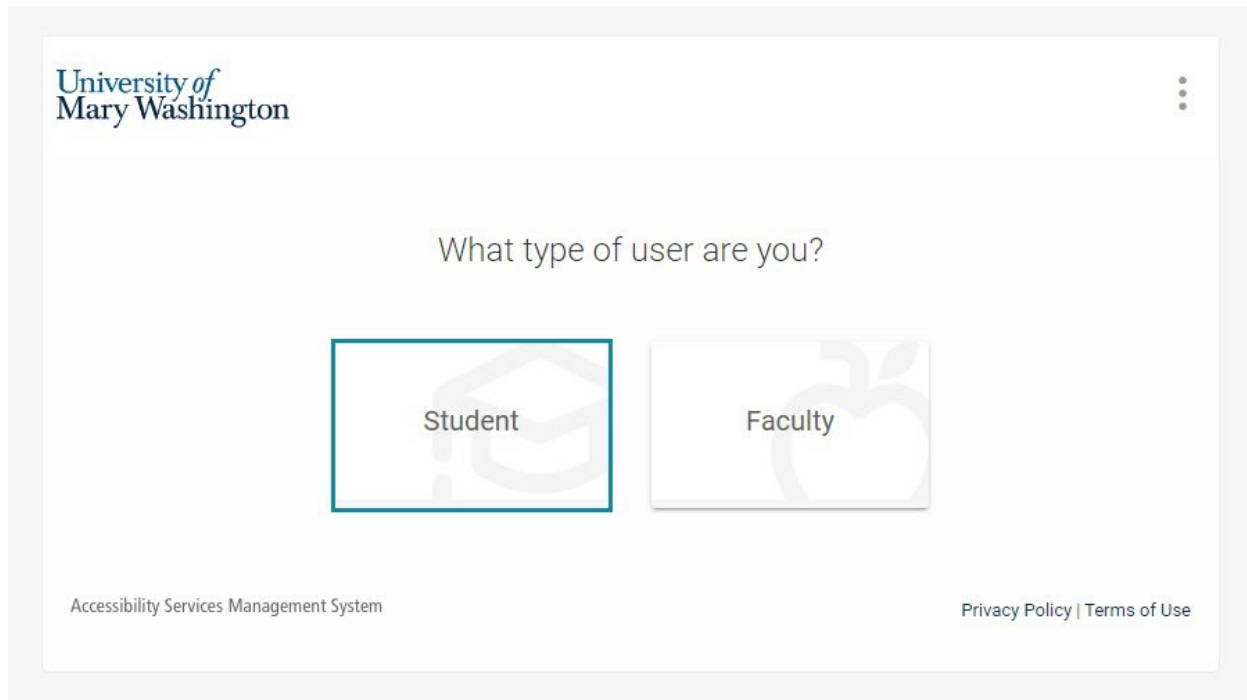
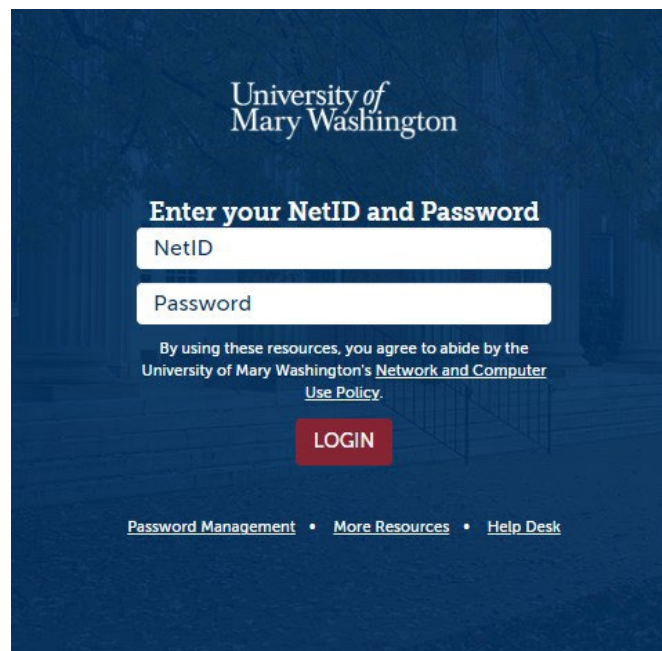


Canceling a Testing Appointment in Accommodate

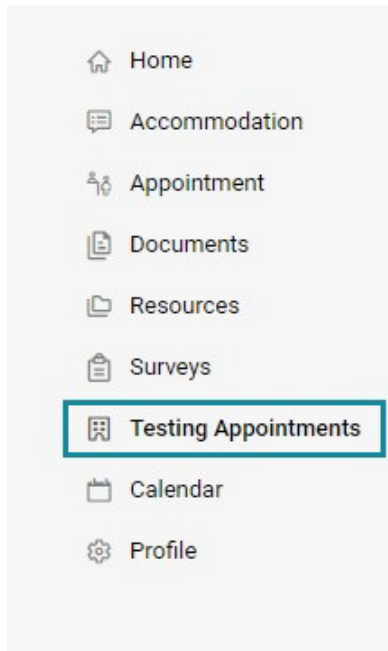
1. Go to the [Accommodate Portal](#) website and click on the “Students” option presented on your screen.



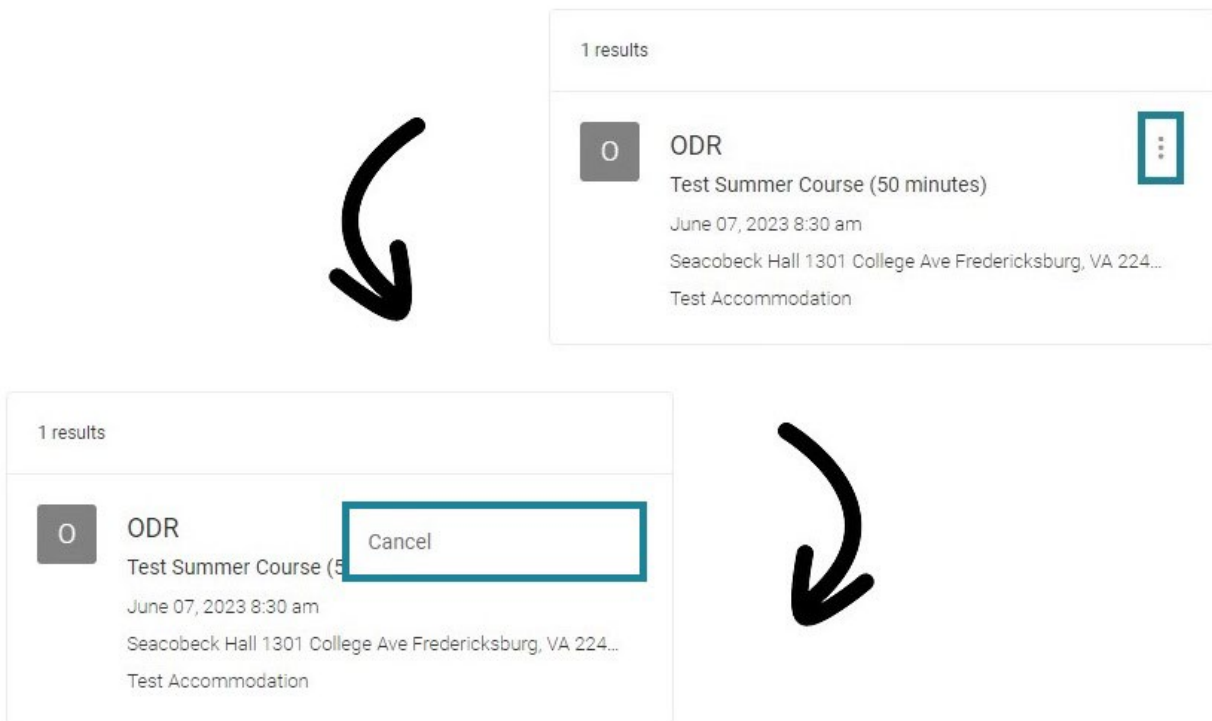
2. Log into the Accommodate Portal, using your UMW NetID and password.



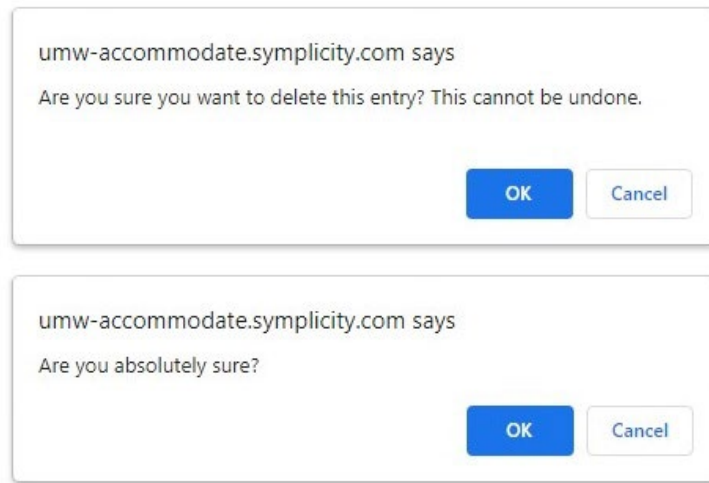
3. Click on the “Testing Appointments” tab located on the left side of the screen as part of the main menu column.



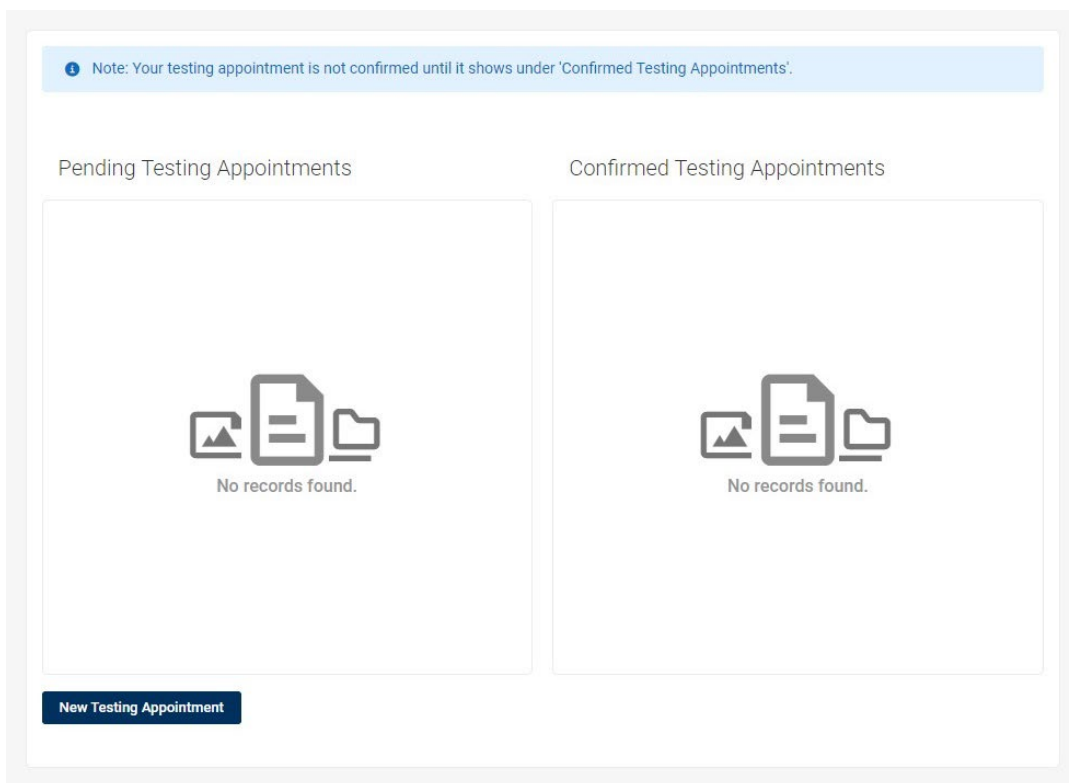
4. Locate the testing appointment you wish to cancel. Click on a three-dotted symbol on the top right corner of the corresponding appointment, and a “Cancel” button will appear in its place. Click on it.



5. A warning message will appear followed by another in its place, asking to confirm your decision. Remember: once the testing appointment is cancelled, there is no way to restore it. If you're sure, click on the "OK" button for each message.



6. You will return to the Testing Appointments page and find the prior testing appointment gone. Unless you have other appointments on file, the result will display as: "No records found."



If you have any questions, please contact ODR at odrtesting@umw.edu or 540-654-1266. Visit the [ODR Testing Center](#) link for more information.