## **Canceling a Testing Appointment in Accommodate**

1. Go to the <u>Accommodate Portal</u> website and click on the "Students" option presented on your screen.

University of Mary Washington			8 9 9
	What type of u	iser are you?	
	Student	Faculty	
Accessibility Services Management S	/stem		Privacy Policy   Terms of Use

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.
  - ᢙ Home
    Accommodation
    Appointment
    Documents
    Calendar
    Profile
- 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.

re you sure you want to delete tr	his entry? This cannot be	undone.
	ок	Cancel
imw-accommodate.symplicit	y.com says	
re vou absolutely sure?		

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."

Note: Your testing appointment is not confirmed until it show	s under 'Confirmed Testing Appointments'.
Pending Testing Appointments	Confirmed Testing Appointments
No records found.	No records found.
New Testing Appointment	

If you have any questions, please contact ODR at <u>odrtesting@umw.edu</u> or 540-654-1266. Visit the <u>ODR Testing Center</u> link for more information.