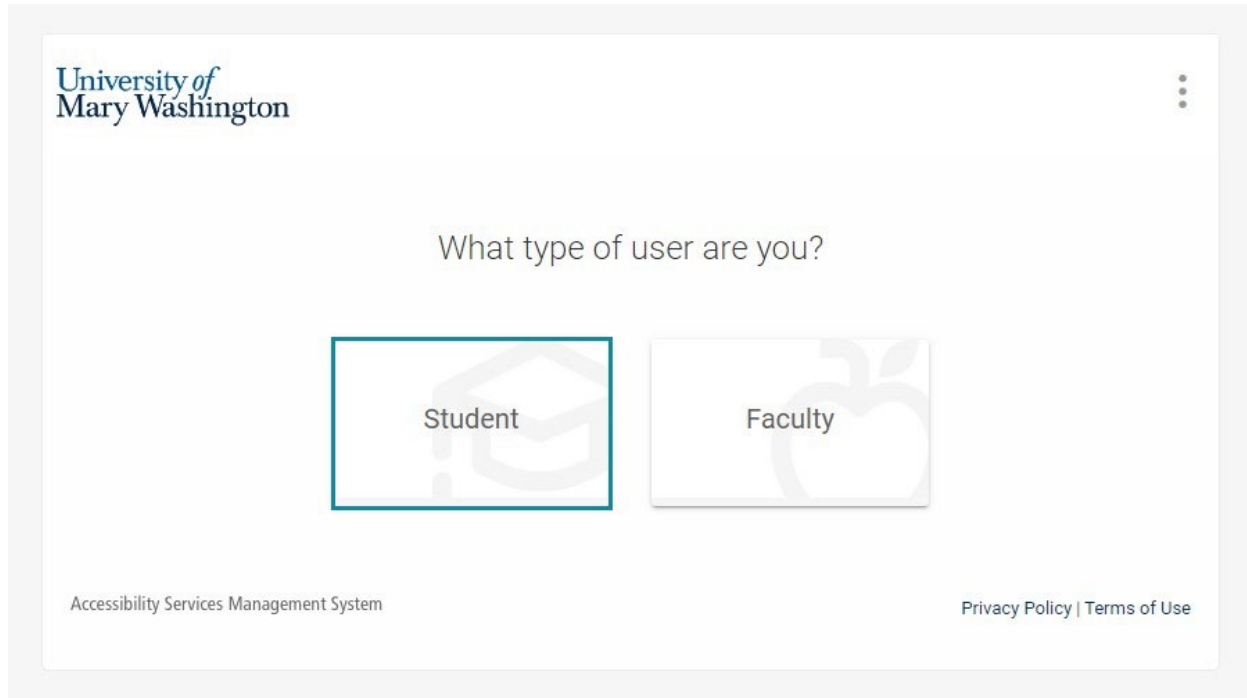


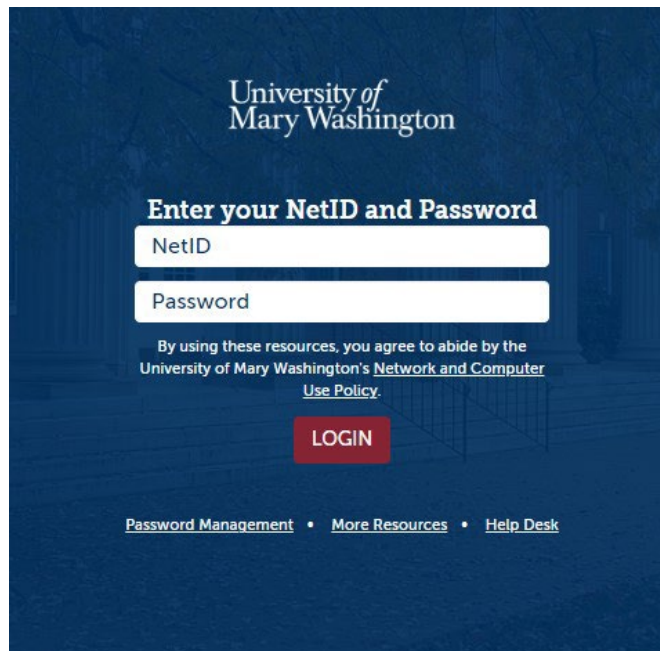
## Creating a Testing Appointment in Accommodate

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



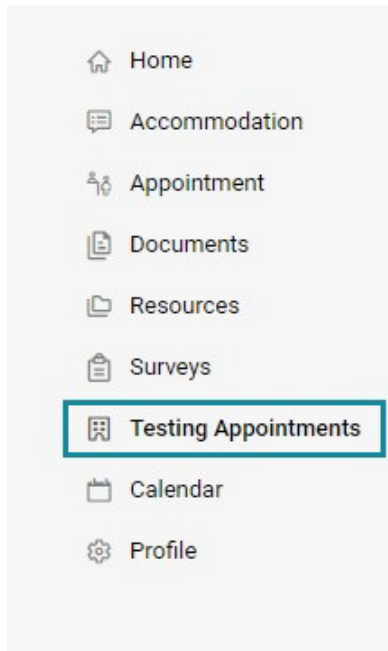
The screenshot shows the login page of the University of Mary Washington's Accommodate Portal. The page has a white background with a light gray border. In the top left corner is the University of Mary Washington logo. In the top right corner is a three-dot menu icon. The main heading is "What type of user are you?". Below this heading are two buttons: "Student" (with a graduation cap icon) and "Faculty" (with an apple icon). The "Student" button is highlighted with a blue border. At the bottom left, it says "Accessibility Services Management System". At the bottom right, it says "Privacy Policy | Terms of Use".

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



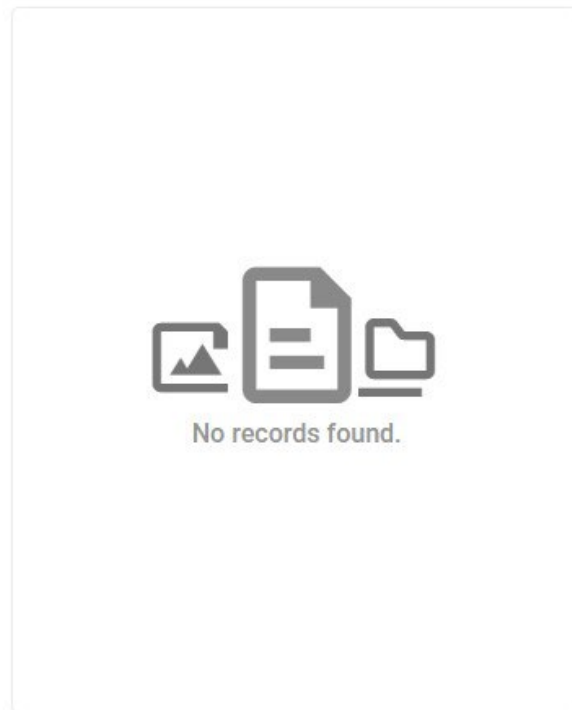
The screenshot shows the login page of the University of Mary Washington. The background is a dark blue image of a building. The University of Mary Washington logo is at the top center. Below the logo is the heading "Enter your NetID and Password". There are two input fields: "NetID" and "Password". Below the input fields is a line of text: "By using these resources, you agree to abide by the University of Mary Washington's Network and Computer Use Policy." with a link "Use Policy." below it. At the bottom center is a red "LOGIN" button. At the very bottom are three links: "Password Management", "More Resources", and "Help Desk".

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



4. Scroll down the page and click on the “New Testing Appointment” button.

Pending Testing Appointments



**New Testing Appointment**

5. From the “Course” drop-down menu, select the course you are requesting a test appointment for.

Course

▼

6. Below is a list of filter options, but for best search results, it’s recommended to skip this step altogether and avoid using those filters, as they decrease the number of results shown for of available testing dates/times. Scroll down past all filter options and click on the “Check Availability” button.

Exam

▼

Date Range

2023-05-17

Select

to

2023-06-14

Select

Time Range

08

▼

30

▼

am

▼

Clear

to

04

▼

30

▼

pm

▼

Clear

Building

▼

Specific Accommodation Required

Test Accommodation

×

Add...

Room(s)

+

-

☐ ODR

0 of 1 selected

Days of the Week

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

Check Availability

Back To My Booked Rooms

7. Choose a time slot for your exam from a column on the right side of the screen (parallel to the filter selections) by clicking on the “ODR” link corresponding to the chosen time. Confirm the selected date and time with your professor first.

▼ Tuesday, May 23, 2023

<u>ODR</u> (996 of 996 slots available)	8:30 am
<u>ODR</u> (996 of 996 slots available)	8:45 am

8. Complete the form by filling in the answers into each section & checking off all appropriate boxes. Remember to read the [Student Testing Center Operational Policy](#) on the ODR website.

Confirm Exam Booking

×

\* indicates a required field

Testing Room \*  
ODR

Course \*  
Test Summer Course (50 minutes) ()

Testing Date \*  
May 23, 2023

Testing Time \*  
8:30 am

Will You Need Use Of An ODR Laptop Per Your Accommodations? \*  
☐ Yes ☐ No

Will you need any assistive technology for this exam? \*  
Ex. Text-To-Speech Reader, Dictation, etc.  
☐ Yes ☐ No

9. Confirm that the entered information is correct and click “Submit Request.”

Confirm Exam Booking

×

75

End Time  
9:45 am

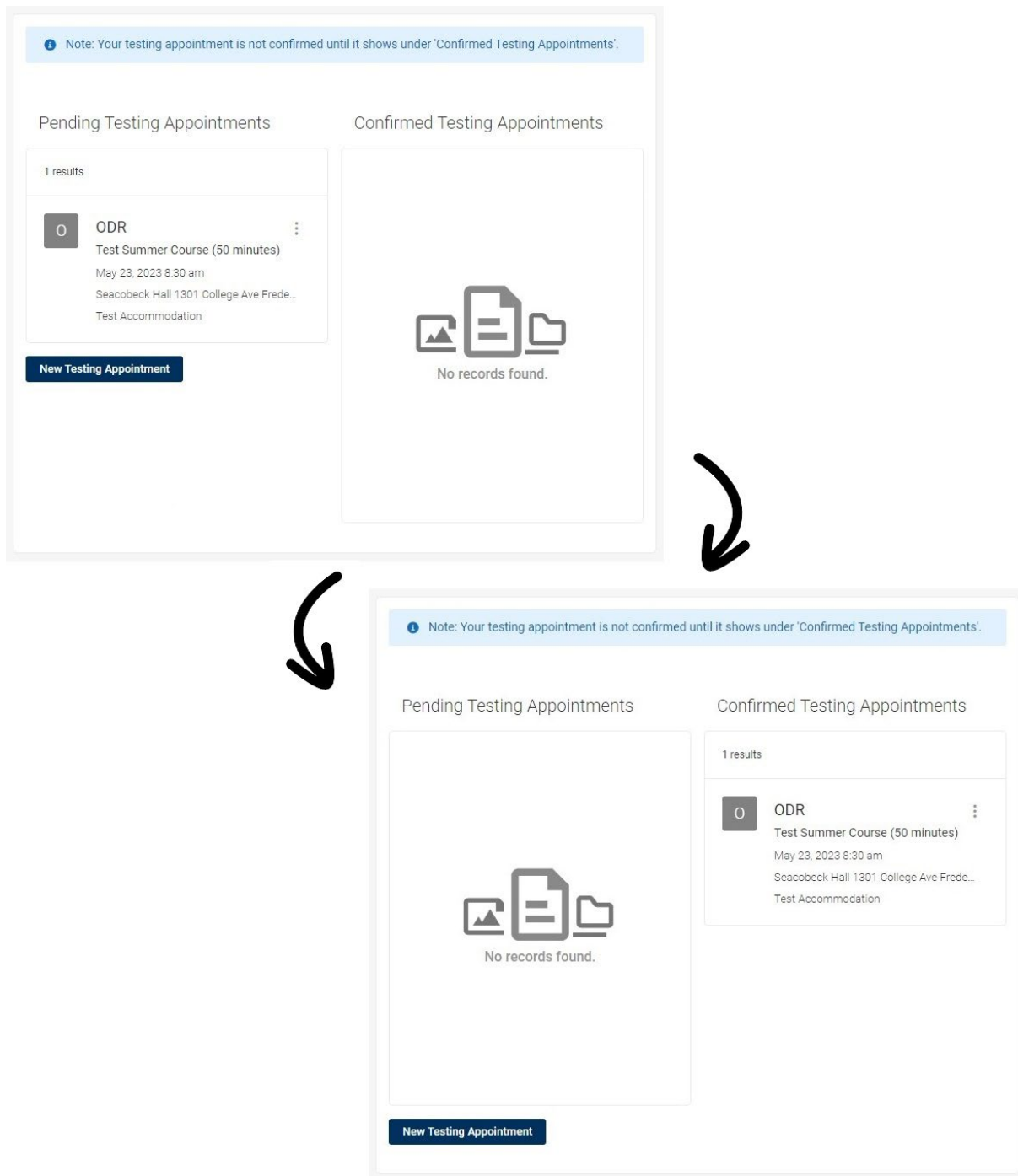
Testing Policy and Procedures \*  
By checking the box below, I confirm I have read the [Office of Disability Resources Testing Center Operational Policy](#), and I agree to comply with all of the policies and procedures.  
☒ Yes

Accommodations Needed  
Uncheck the accommodations that you do not plan to use for this test room booking.  
☒ Test Accommodation

Acknowledgement  
By submitting this request, I have confirmed this date and time with my professor.

Submit Request

10. You will get an email notification in your UMW email, confirming your testing appointment once the ODR Testing Manager reviews the appointment request and confirms there is available space for the appointment to take place. Until then, your testing appointment will remain in the “Pending Testing Appointments” column.



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