SUBMITTING A SEMESTER REQUEST: ACCESSIBLE TESTING

To submit an Accessible Testing Request, you must first submit a Semester Request for each course in which you intend to use your testing accommodation. Staff approval of your Semester Request may take up to one business day.

1. Log into your Accommodate Student Portal (https://c43-shib.symplicity.com/sso/) using your existing Net Id and Password.

2. From the Home screen, click on the “Accommodations Information” tab.

3. Select “Semester Request” from the drop-down menu.
4. Click on the “Request Accommodation” button.

5. Select the appropriate semester from the “Semester” drop-down menu.
6. Click on “Review The Renewal” button.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1103 1E</td>
<td>Neel Kicoin</td>
<td>March 26, 2018</td>
<td>June 10, 2018</td>
</tr>
<tr>
<td>CHEM 1103 01</td>
<td>Edward Pizzini</td>
<td>March 26, 2018</td>
<td>June 10, 2018</td>
</tr>
<tr>
<td>HIST 1015 01</td>
<td>Nancy Park</td>
<td>March 26, 2018</td>
<td>June 10, 2018</td>
</tr>
<tr>
<td>MUS 1006 01</td>
<td>John Eros</td>
<td>March 26, 2018</td>
<td>June 10, 2018</td>
</tr>
<tr>
<td>MATH 1130 02</td>
<td>Vu Nguyen</td>
<td>March 26, 2018</td>
<td>June 10, 2018</td>
</tr>
</tbody>
</table>

7. If applicable, deselect the courses for which you will **NOT** need your testing accommodations.

- CHEM 1103 01
- CHEM 1103 1E
- HIST 1015 01
- MATH 1130 02
- MUS 1006 01
8. Click on the “Submit” button at the bottom of the screen.

Once your Semester Request has been approved, the Accessible Testing Request tab will appear on your portal. Then follow steps 9-18 to schedule individual Accessible Testing Requests for each of your courses.

9. After logging to your Accommodate Student Portal, click on the Accessible Testing Request tab.

10. Click on the “New Booking Request” button under Pending Booking Requests.
11. Select the appropriate course from the Course drop-down. **Please pay close attention to the course you are selecting as “Dropped” courses may still appear.**

12. Use your test date for both of the “Date Range” fields and click on the “Refine Results” button.
13. Select the appropriate campus location for your test from the “Campus” field.

14. Click on the appropriate date, time, and location you would like to schedule your test.
15. Confirm the details of your test and whether or not you are able to take the test at the same date and time as your class, due to your extended time accommodation.

16. If you answer “no” to “Considering your extended time accommodation, are you available to take the test at the above date and time?”, you will be prompted to provide an explanation and an alternative date and time.
17. If needed, you may provide additional information about your test request. To complete the request, click on the “Submit Request” button.

18. You will receive an email confirming that your accessible testing request has been received.

19. You will receive another email 24 hours in advance of your test, confirming the date, time, and location of your exam.

20. To make any changes to your request after submission, please contact the Accessible Testing Coordinator immediately at astesting@csueastbay.edu or 510-885-4503.