1. After a student submits an Accessible Testing Request through their Accommodate Student Portal, you will receive an email with the subject, “Need Approval for Accessible Testing Request”.

2. Log into your Accommodate Faculty Portal (https://c143-shib.symplicity.com/sso/) using your existing Net Id and Password.

3. From the Home screen, click on the Courses tab.

4. Click on the “View” icon in the Actions column for the appropriate course.
5. Click on the Accessible Testing Requests tab.

6. Click on the Pending sub-tab.
7. Click on the Edit icon in the Actions column for the appropriate student.

8. Review the Test Information submitted by the student, as well as the explanation for the alternative date and time (if applicable). Due to a possible conflict in their schedule, some students need to take tests at a different date and time than the class.
9. Complete the Testing Conditions section. All fields are required.
10. Complete the Test Delivery & Return information and provide contact information in the event that the student has questions during the test.

**Test Delivery & Return**

*To be filled out by professor*

- **How will you deliver the test?**
  - I will upload it 24 hours in advance of test date.
  - I will hand deliver it 24 hours in advance of test date.

- **How do you want the test returned to you?**
  - Deliver to department office within 1 business day.
  - I will pick it up from Accessibility Services.

- **Contact Information**
  - Please provide a phone number or email where we may reach you during the test.

11. Provide any other information regarding the test, acknowledge that the request is complete and ready to be scheduled, and then click the Submit button.

**Comments & Acknowledgement**

- **Comments**
  - Please provide any additional information regarding the test.

- **This Accessible Testing Request is complete and ready to be scheduled.**
  - yes
  - no
12. Once the request has been submitted, it will go from the course’s Pending sub-tab to the Approved sub-tab, and no further action is necessary.

13. To upload a test, after click on the “Uploaded Tests” tab and then click on the “Add New Exam” button.

14. If any changes need to be made to the request, please contact Accessible Testing immediately at astesting@csueastbay.edu or 510-885-4503.