1. Login to your ODA Online Profile and go to "Alternative Testing" (left hand side of your home page)

Back to My Profile	IMPORTANT MESSAGE(S)						
SMS (Text Messaging)	Please read the following message(s) regarding your account: • Your To Do List:						
Status: OFF							
Update Preference 1. SPNGE 201.3 - The Art Of Crabby Patty Flipping Alternative Formats: Your book, The Art of the Burger, is ready for download.							
¥ Home							
My Dashboard	PRINTING FACULTY NOTIFICATION LETTER IN PDF						
My Profile	** AAXE						
 SMS (Text Messaging) 	Note: It may take up to 10 seconds to generate each PDF file.						
 Additional Accommodation Request Form 	nal Accommodation Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any guestions or concerns.						
 My Mailbox (Sent E-Mails) 	Select Class: Select One Generate PDF						
¥ My Accommodations							
 Information Release Consents 	Need Help?						
 My Eligibility 							
List Accommodations	If you do not see your courses listed below, it may be because ODA's system has not yet uploaded your classes from the school system. Please						
Alternative Testing wait up to 48 hours for the system to be updated.							
Alternative Formats	If you need immediate assistance, please contact our office or come into the office.						
 Notetaking Services 	taking Services						
My Documents	LIST ACCOMMODATIONS FOR FALL 2023						
My E-Form Agreements	Refine Search Result: Search All						
	Refine Search						

2. Using the dropdown, select the appropriate class



Select "Schedule Exam"

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3. Enter the appropriate information, including exam type, date, time, and your requested accommodations. (i.e., Final, 12/19/2023, 9:00 am, extra time and scribe)

CLASS SCHEDULE(S) AND LOCATION(S)							
	Days	Time Start	Time End	Date Range	Location		
	.T.R	11:00 AM	12:15 PM	08/31/2023 - 12/01/2023	MUDD 306		
;	Exam Detail						
		Request Type <u>.</u> :	Select One V				
		Date <u>*</u> :	Hint: Enter date in	the following format Month/Day/Year (i.e	. 12/31/2010).		
		Time <u>*</u> :	Select V Sel	ect ~			
s?			Services Req	uested (As Applicable)			
:			Distraction R	educed Testing Environment 🛛 Extra	Time 2.00x		
			Scribe.*				
		Additional Note:					
n, It					1		
Add Exam Request Back to Testing Requests Overview							

Select "Add exam request"