Accommodate Step-by-Step Guide:
Approve an Exam Request

1. Go to miami-accommodate.symplicity.com and select your user type.

2. Enter your UM Single Sign-On credentials.
3. Select the **Courses** tab.

![Image of Courses tab selected](image1)

4. Select the course and section the request was made for, listed in the email.

![Image of course selection](image2)
5. Select **ODS Exam Requests** to view all approved and pending exam requests.

6. Exams approved by both faculty and ODS staff will appear under Approved. Select the **Pending** tab and click the student’s name.
7. Approve or deny the testing request answering the question below. If the request is denied, please state the reason. Note only ODS will see this explanation. If approved, answer the remaining questions.

8. Once you have completed this information, faculty approved exams will appear under **Pending** for both students and faculty until ODS makes the final approval.

9. Exam arrangements are required to approve a student request, but exams can be uploaded at a later time, at least **24 hours** prior to the exam.