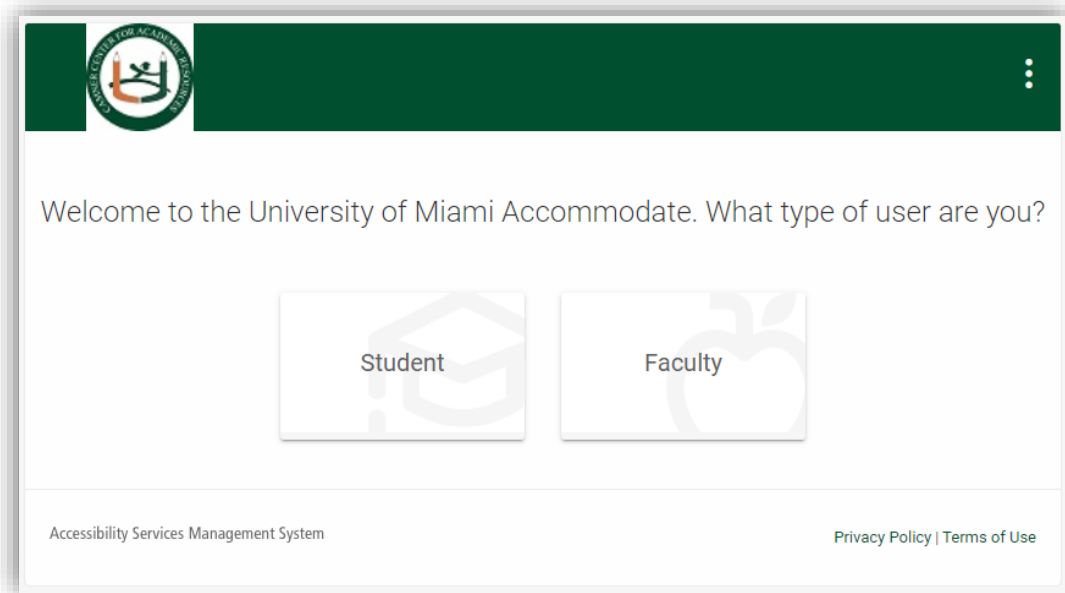
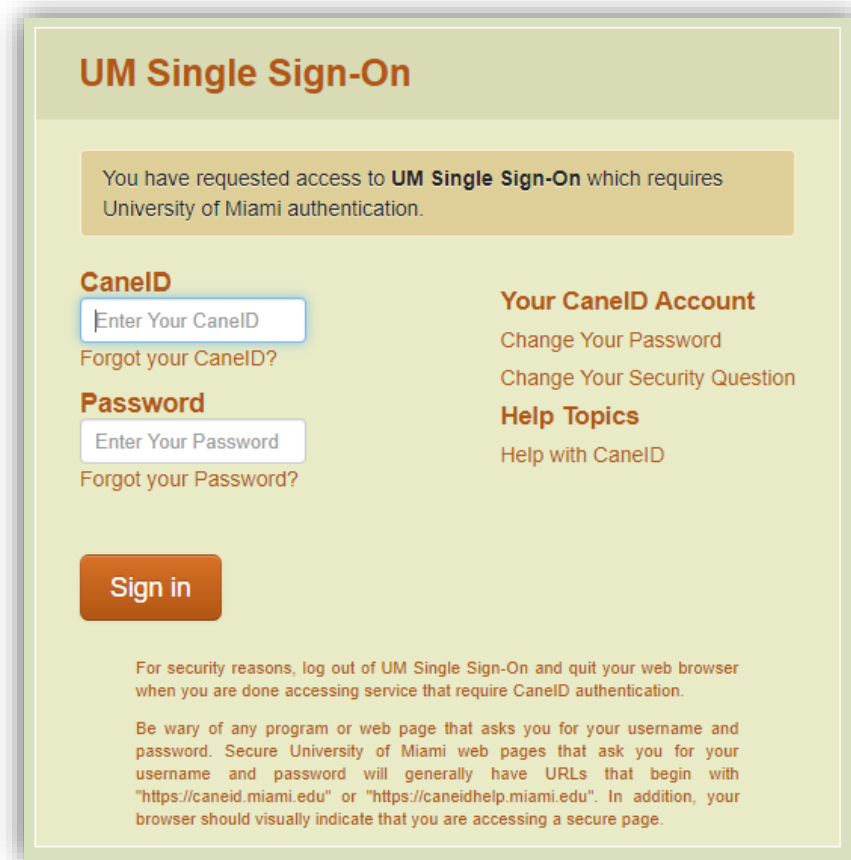


Accommodate Step-by-Step Guide: Approve an Exam Request

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



2. Enter your UM Single Sign-On credentials.



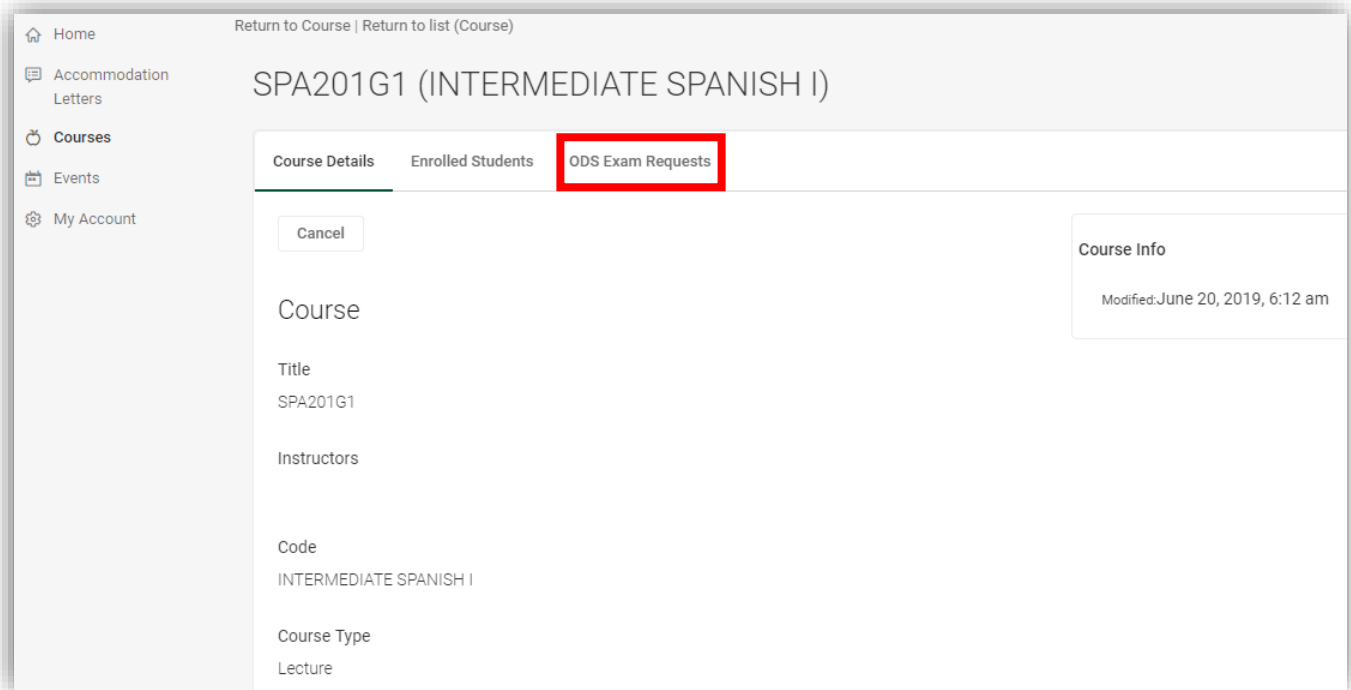
3. Select the **Courses** tab.

The screenshot shows the Accessibility Services Management System interface. On the left sidebar, the 'Courses' tab is highlighted with a red box. The main content area is titled 'Getting Started' and includes two status items: 'Account Created' with a green checkmark and 'Personal Profile' with an unchecked radio button. Below this is a 'News Feed' section with the text 'There are currently no announcements or notifications to display.' At the bottom of the page, it says 'Accessibility Services Management System'.

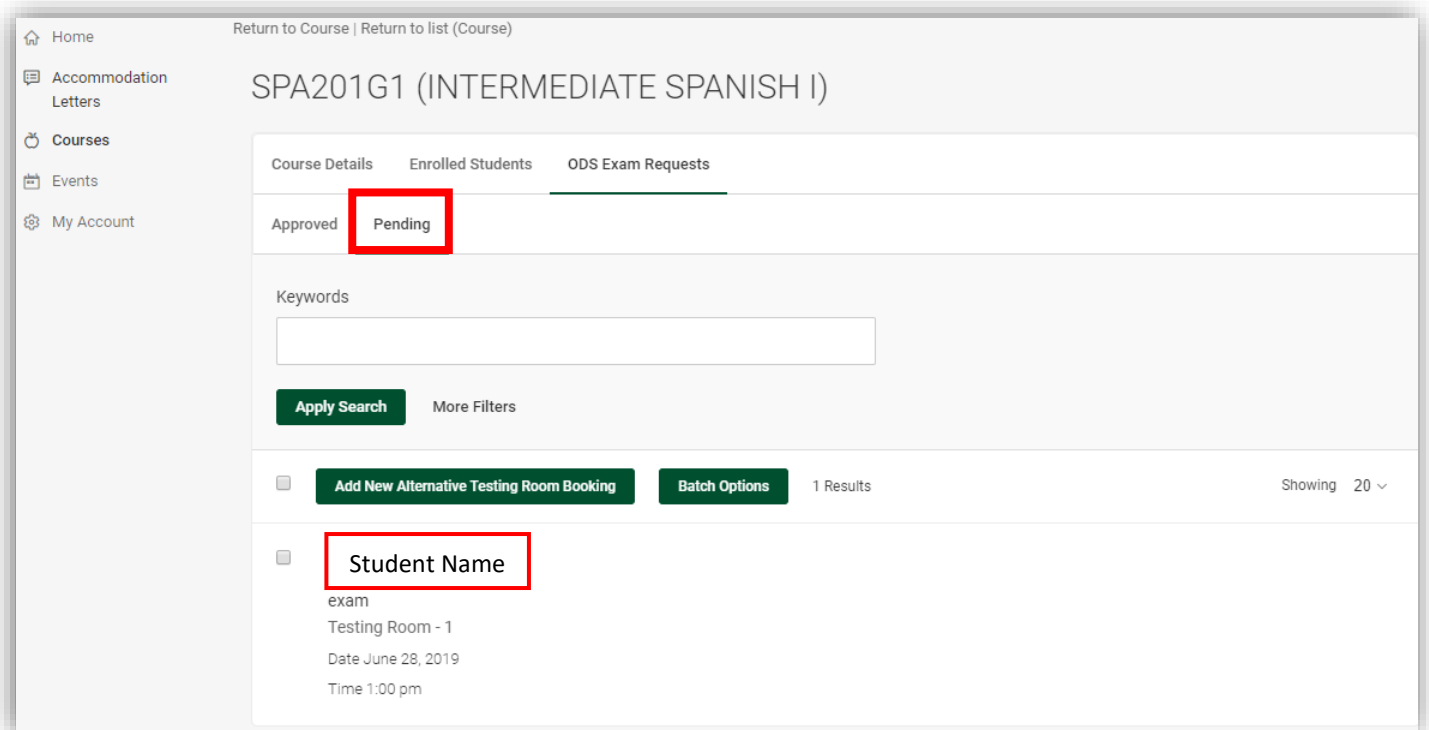
4. Select the course and section the request was made for, listed in the email.

The screenshot shows the Course Catalog page. The 'Courses' tab in the left sidebar is highlighted with a red box. The page title is 'Course' and it has a 'return' link. There are two tabs: 'Course Catalog' (active) and 'Past Courses'. Below the tabs are search filters: 'Keywords' with an empty text box, and 'Semester' with a dropdown menu. There are buttons for 'Apply Search', 'Clear', and 'More Filters'. Below the filters, it says '3 Results' and 'SORT BY: Title' with a dropdown arrow, and 'Showing 20' with a dropdown arrow. The first result is 'SPA201G1', which is highlighted with a red box. Below it are the details: 'INTERMEDIATE SPANISH I', 'Date: May 20, 2019 - June 26, 2019', and 'Time: 6:00 pm - 7:45 pm'.

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.

Alternative Testing Room Booking for

Course Details Enrolled Students **ODS Exam Requests**

* indicates a required field

Alternative Testing Room Booking

Student *

Testing Room *
Testing Room - 1

Testing Date *
June 28, 2019

Start Time
1:00 pm

Class Length
In Minutes
158

Course
SPA201G1 (INTERMEDIATE SPANISH I)

Exam
Final Exam

Do you approve the date and time the student has requested to take the exam? *
Please note: Final approval for this exam will be done by the Office of Disability Services.
Thank you.

Yes no

Alternative Testing Room Booking Info

Created: June 13, 2019, 3:21 pm
By:
Modified: June 13, 2019, 3:21 pm
By:

Course Information

Title	SPA201G1
Code	INTERMEDIATE SPANISH I
Semester	Summer 2019
Course	May 20, 2019
Start Date	
End Date	June 26, 2019
Enrolled	Yes
Date Not Enrolled	-

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.