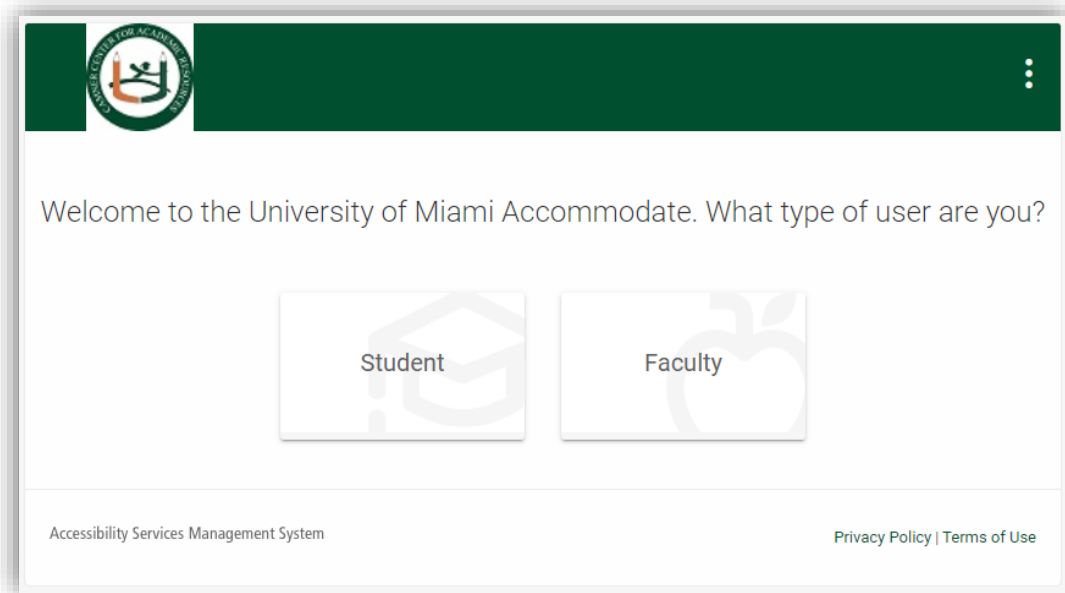
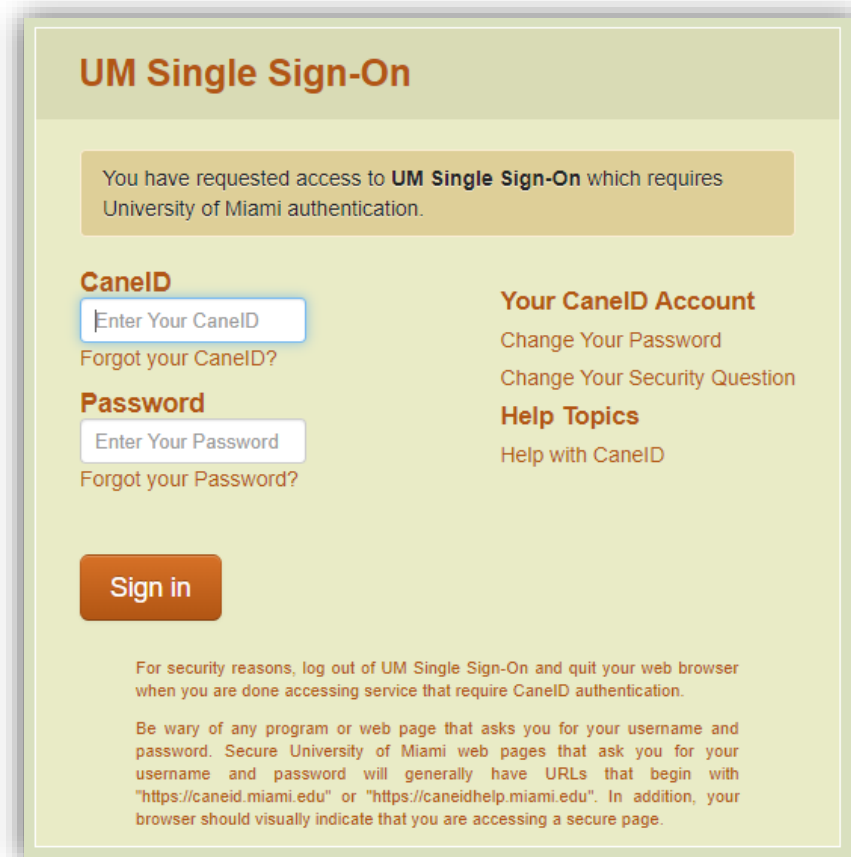


# Accommodate Step-by-Step Guide: Semester Activate & Book an Exam

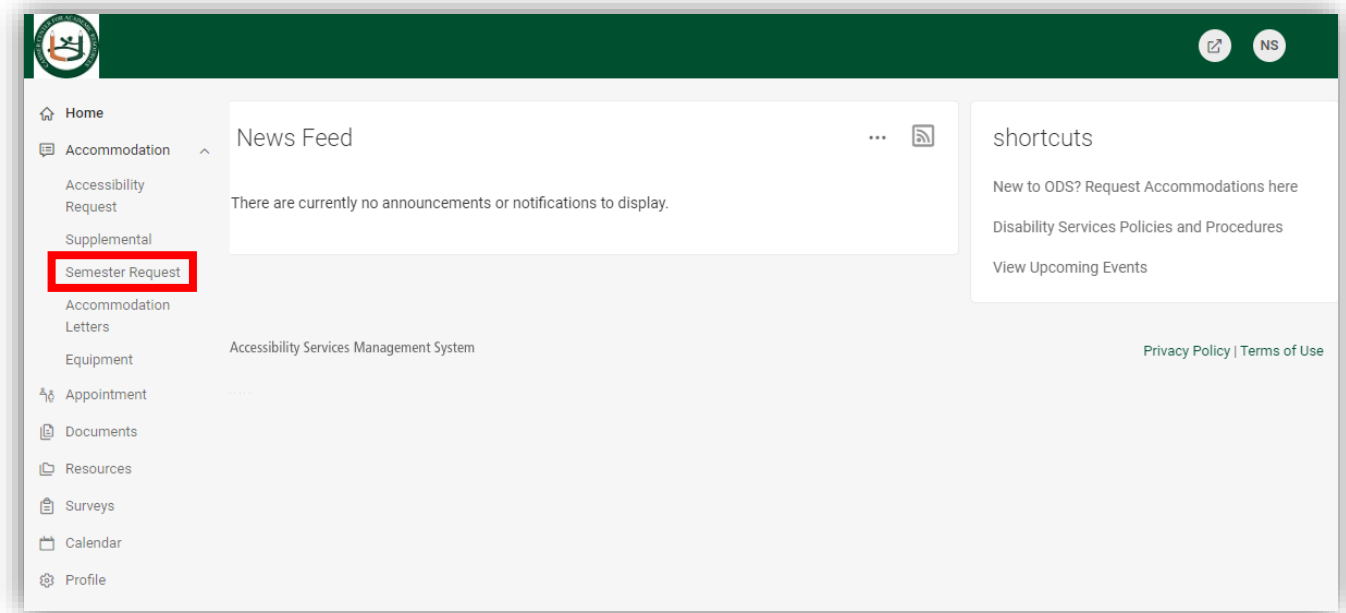
1. Go to [miami-accommodate.symlicity.com](http://miami-accommodate.symlicity.com) and select your user type.



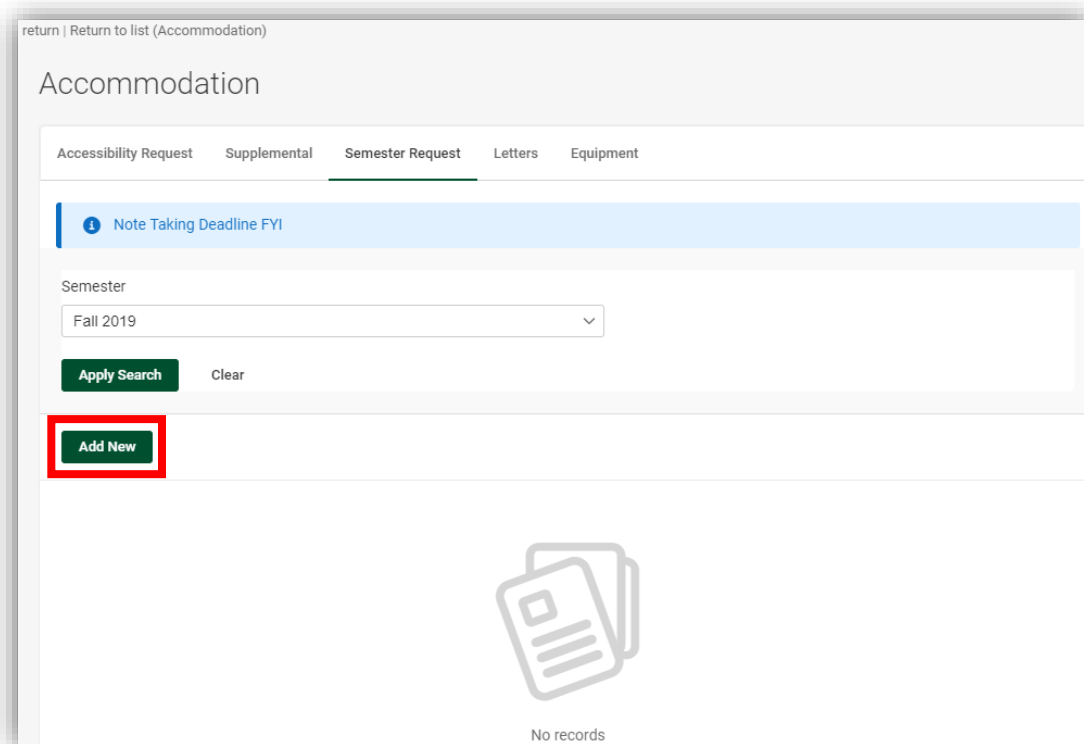
2. Enter your UM Single Sign-On credentials.



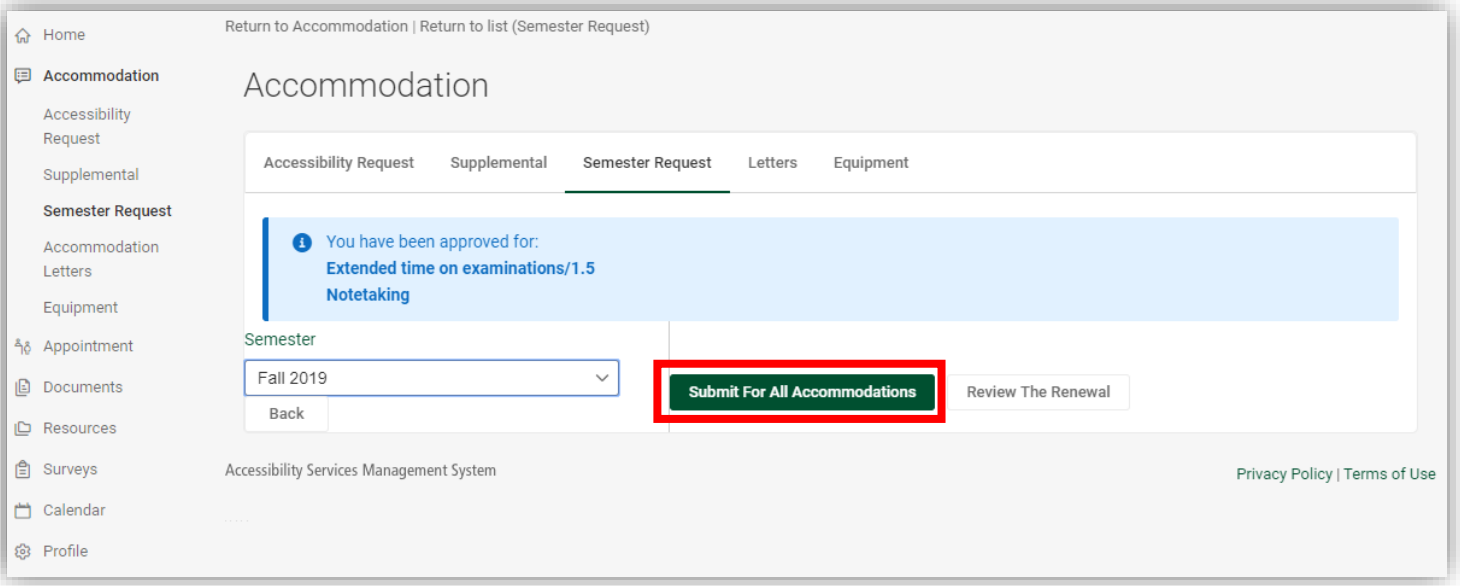
3. If you see the **Exam Requests** tab, you have been semester activated and can skip to #7.  
If you have not been activated, select **Semester Request** under the **Accommodation** tab drop down list.



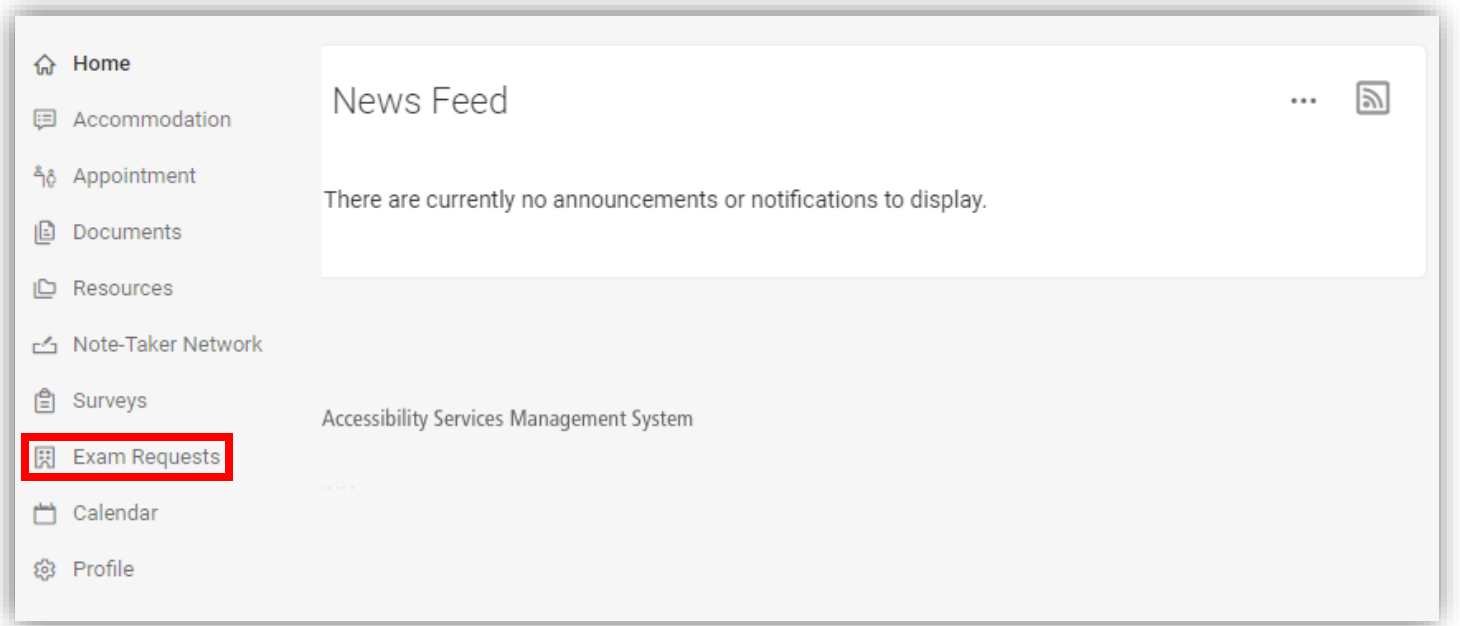
4. Click **Add New**.



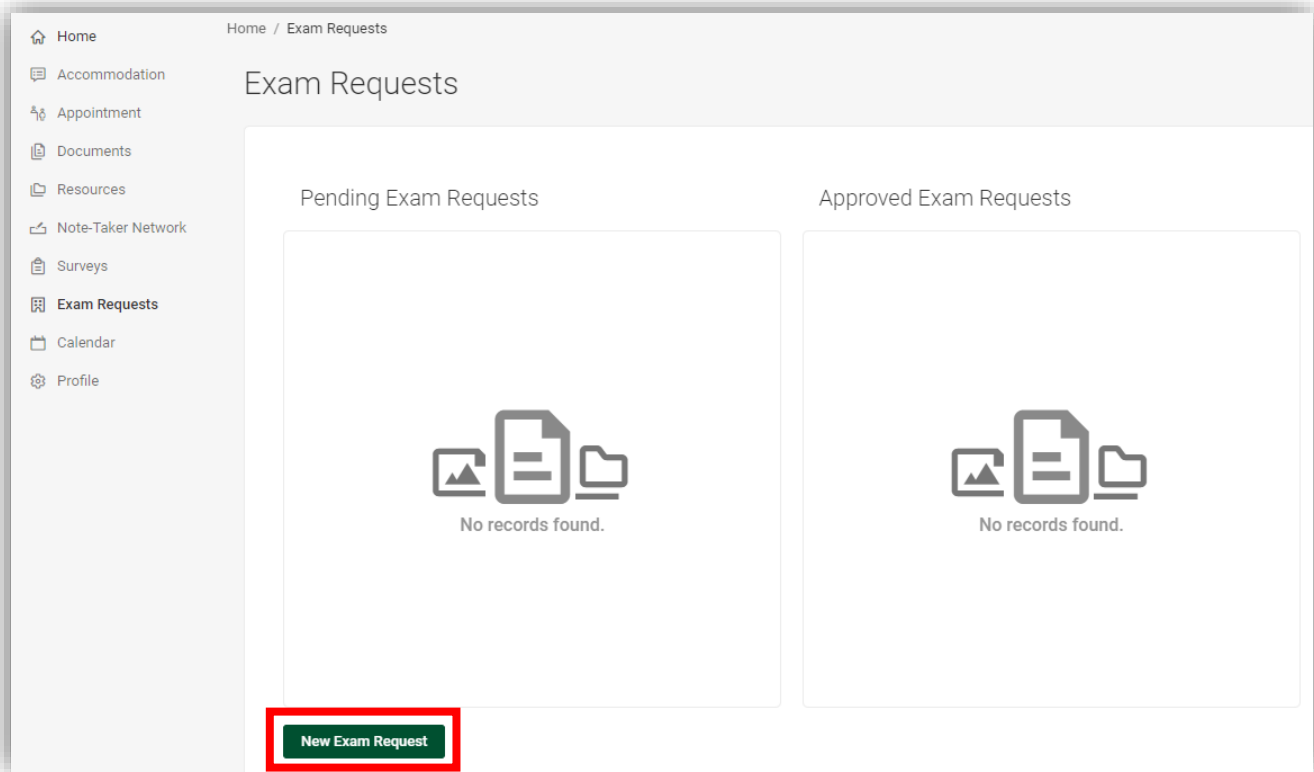
5. You will see your approved accommodations listed. Select the semester from the drop down list and click **Submit For All Accommodations** on the right side.



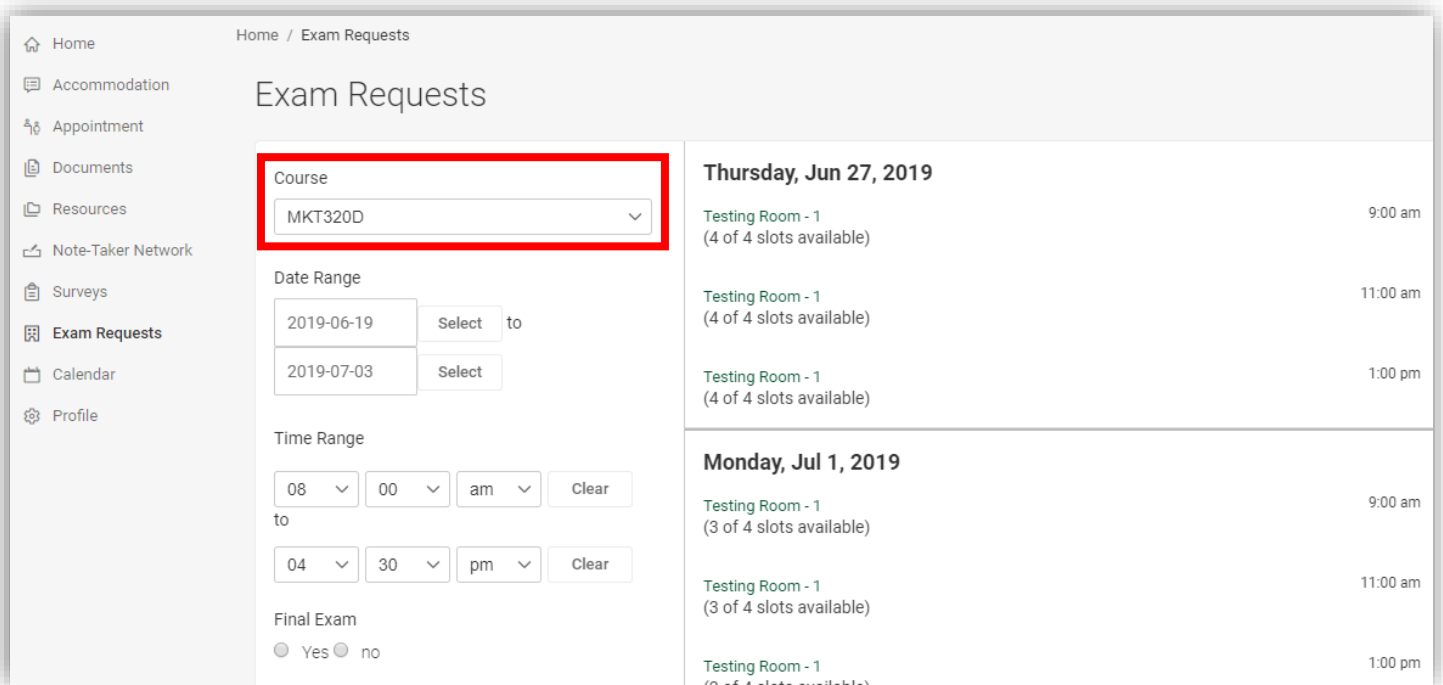
6. Once ODS has approved your semester request you will receive your Professor Memo via email and you will see the **Exam Requests** tab.



7. To schedule an exam, click **New Exam Request** from the **Exam Requests** tab.



8. Select your course from the drop down list and adjust the date. Click **Refine Results** at the bottom of the page.



9. Enter the exam name (ex: Exam #3) and add any notes for ODS to view. The system will automatically calculate the length of the exam based on the class length. Submit your exam request.

The screenshot shows a web interface for 'Exam Requests'. A modal window titled 'Confirm Exam Booking' is open, displaying a form with the following fields:

- Course \***: MKT320D (RETAILING)
- Testing Room \***: Testing Room - 1
- Exam \***: (Empty text input field)
- Testing Date \***: July 02, 2019
- Testing Time \***: 9:00 am
- Length \***: (Empty text input field)

The background interface shows a search form with the following details:

- Course**: MKT320D
- Date Range**: 2019-06-19 to 2019-07-03
- Time Range**: 08:00 am to 04:30 pm
- Final Exam**:  Yes  no

On the right side of the background interface, there is a list of available testing times: 9:00 am, 11:00 am, 1:00 pm, 9:00 am, 11:00 am, and 1:00 pm.

10. Students and professors will receive an email regarding your testing request and your pending exam request will appear on your Accommodate profile under **Exam Requests** on the left hand side under **Pending Exam Requests**.
11. Once your professor approves the exam in Accommodate, you will receive an email confirmation and your exam will move to the right hand side under **Approved Exam Requests**.