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

1. Go to miami-accommodate.symplitude.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.

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.