# **Using the Accommodate Student Portal for Exams**:

### Booking exams:

* + Log in to Accommodate Student Portal
		- Log in to MyMadison
		- Click on “Student” tab at the top of the window
		- Click on blue Accommodate logo to access the Accommodate Student Portal
	+ Click on “Testing Room” tab
		- If tab is not available, please a [submit semester request](https://www.jmu.edu/ods/accommodate/index-students.shtml) for your courses. Click on the link to view a tutorial on how to submit a semester request.



* + On the bottom left corner, click on “New Booking Request”
	
		- Choose appropriate course, fill out information, and choose open booking slot on right side of screen
		
		- Fill out “Confirm Exam Booking” window and click “Submit Request”
		- Request will be under “Pending Booking Requests”
	+ Request will then be reviewed by Professor then an ODS staff member
		- Once approved by both, student will receive an email confirmation
			* Request will now be under “Approved Booking Requests” in Portal
		- If the request requires different information, professor and ODS staff will be in contact.
	+ Student can view all pending and approved requests in Accommodate Student Portal

### Canceling Exams:

* + Log in to Accommodate Student Portal
	+ Click on “Testing Room” tab
	+ Student finds exam they would like to cancel (both in “Pending” and “Approved”)
		- Click vertically lined three dots and click “cancel”

### Rescheduling Exams:

* + Email odsexam@jmu.edu if you need to reschedule your exam.
		- ODS Exams requires written professor confirmation (via email) that it is okay to move your exam to a different day/time.