



Alternative Testing Guide

1. Login to ACCESS Connect using your NETID and Password
2. On the left-hand side menu, select “Alternative Testing”
3. Under “Schedule an Exam”, select the course you would like to schedule, and click “Schedule an Exam”
4. Review the Terms and Conditions
5. Under the Exam Request Tile
6. Choose an option under “Available Exam Dates”
 - a. Select the Exam Date listed and continue to Step 7
 - b. If your exam date is not listed, select “The Exam I’m Scheduling Is Not Listed” > select the “Exam Type”, “Date”, “Time”, and “Standard Length Of Exam”, skip to Step 8
7. Confirm that the listed “Date” and “Time” are correct.
8. Check which accommodations you will be using during this exam.
9. Include any additional information or notes for ACCESS Center Staff in “Do You Have Any Additional Information To Include Regarding This Exam?”
10. Click “Add Exam Request” to submit the request

Updating/Cancelling Exam Requests

1. Login to ACCESS Connect using your NETID and Password
2. On the left-hand side menu, select “Alternative Testing”
3. Under “Upcoming Exams Scheduled”, select “View” of the exam you’d like to update
4. **Updating:** Make the suggested changes you’d like to update, once all your changes are entered, scroll to the bottom under “Form Submission”, select “Update Exam Request”
5. **Cancelling:** On the “Cancel Exam Request” Tile, click the down arrow, select a cancellation reason and click Cancel Exam Request, you will be prompted to confirm your selection.