



DIRECTIONS FOR USING ONLINE TESTING ACCOMMODATION FORM

The Office of Accessibility Resources and Services (OARS) uses an online system to manage requests for testing accommodations. Students who would like to have their tests/quizzes/exams proctored by OARS must complete the online form at least seven (7) days prior to the date of the test.

Please follow the instructions below:

Go to <https://studentaffairs.uncg.edu/request/>

Enter your UNCG iSpartan Username and Password.

Click Login.

The screenshot shows the 'Testing Accommodations Request' page. At the top, there is a navigation bar with links for 'Prospective Students', 'Current Students', 'Faculty & Staff', 'Alumni', and 'Community & Friends'. Below the navigation bar, the page title is 'Office of Accessibility Resources and Services Testing Accommodations Request'. There is a section for 'Authenticate: Sign in using your UNCG iSpartan account' with fields for 'Username' and 'Password', and a 'Login' button. To the right of the login fields, there are instructions: 'What's my Username?' (Members of the UNCG community are given an eight digit username. Your username is the initials of your first and middle name followed by either the first six digits of your last name, or the first five and then a number.) and 'What's my Password?' (UNCG has several passworded systems. Your iSpartan password is your Email system password. If you do not know your password, visit UNCG's Self Service Password Resetting Form and follow directions.)

The first time you login to the system you will need to create a user profile.

Enter your UNCG ID #, UNCG email address, and telephone number.

Click Create Profile.

The screenshot shows the 'Create Your Profile' form. It starts with 'Logged on as: Kevin McClain (saf) (Is this not you? Click [here](#).)'. Below this are three input fields: 'UNCG ID#:', 'Email Address:', and 'Phone Number:'. At the bottom of the form is a 'Create Profile' button.

After you have created your profile, add the course(s) for which you would like to receive testing accommodations. Under Your History, click on Add Course.

The screenshot shows the 'Your Profile' page. At the top left, there is an 'Edit Profile' button. Below this is a table with three columns: 'Name Username', 'UNCG ID#', and 'Contact'. The table contains the following information:

Name Username	UNCG ID#	Contact
Kevin McClain saf	123456789	kevin_mcclain@uncg.edu 336-334-4850

Below the table is a 'Your History' section with an 'Add Course' button. At the bottom of the page, there is a red text message: 'You currently have no courses associated with your profile.'

For each course you are requesting accommodations, enter the requested information.

Course Acronym (eg BIO)	Course Level (eg 101)	Section if Applicable (eg A)
ABC	101	A

* Instructor's First Name:
John

* Instructor's Last Name:
Professor

* Instructor's Phone #:
336 123-4567

* Instructor's Email:
john_professor@uncg.edu

[Add Course](#)

Once you have added your course(s), you can submit a request for testing accommodations by clicking New Request beside the specific course. Complete the necessary information and click Submit Request.

Course	Instructor
My First Course	John Professor krmccla2@uncg.edu 336 123-4567

[Edit/Delete This Course](#)

New Accommodations Request

Accommodations Requested (Check All That Apply)
You must check at least one.

- Computer
- Reader/Scribe
- Extended Time
- Other (Specify):

The system will email your instructor. Provide a name to this test (examples: Quiz 1, Midterm, Final, or the date of the test.) to help clarify for which test you are seeking accommodations.

* For the Upcoming Test:

Date and Time You Wish to Take Test with OARS (8:00am - 5:00pm, Monday through Friday).
NOTE: You must pick a date at least seven days from today.

2013 / Aug / 21
at 8 : 00

[Submit Request](#)

After you submit your request an email will be sent to your instructor for verification. You will receive a confirmation email from ODS once your request has been approved.

REMINDERS!!!

- You must submit your request at least seven days before the day you would like to take the test.
- Students who have been approved for extended time will be allotted the amount of time stated in their faculty accommodations letter (ex. time and a half for a 50-minute class is 75 minutes).
- Do not forget to logout!!!