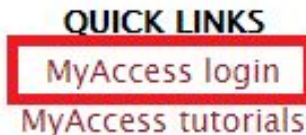


# Scheduling an exam

**Important note:** If your instructor has not submitted an Alternative Testing Agreement for the class you are requesting for, you will be unable to place an exam request. Please let your instructor know that the link to initiate an Alternative Testing Agreement is inside their accommodation notification letter.

1. Click on the MyAccess link on our homepage.



2. Log in using your WSU network ID and password. You will be directed to your MyAccess Dashboard.


You must log in to continue

Network ID or Friend ID:

Password:

Continue

3. Your MyAccess Dashboard will display your **To Do List** and any important messages regarding your account.

**IMPORTANT MESSAGE(S)**

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Please read the following message(s) regarding your account:

- **Your To Do List:**
  1. **GIS 200.36 - Introduction To Archgis 2**
    - Alternative Testing: Your instructor has not submitted an alternative testing contract for this class. Please let your instructor know that the link to initiate an alternative testing contract is inside the faculty notification letter sent by our office.

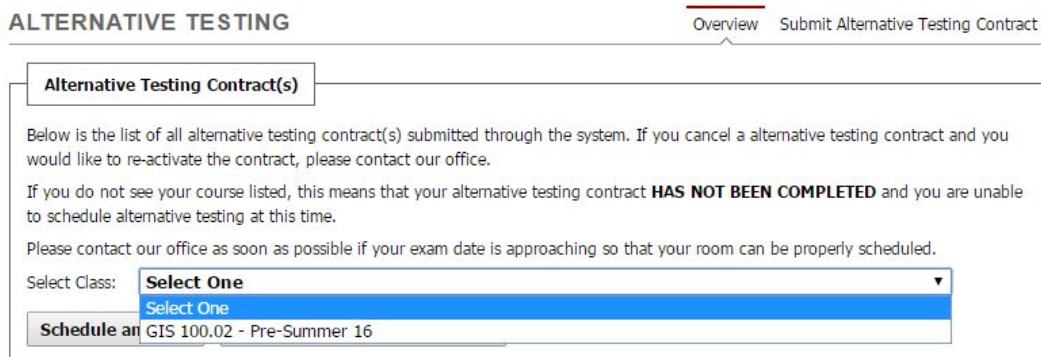
If you have any questions, please contact our office.

**Access Center**  
1125 SE Washington St  
Room 217  
Pullman, WA 99164  
Phone: (509) 335-3417(Voice)  
Email: [access.center@wsu.edu](mailto:access.center@wsu.edu)

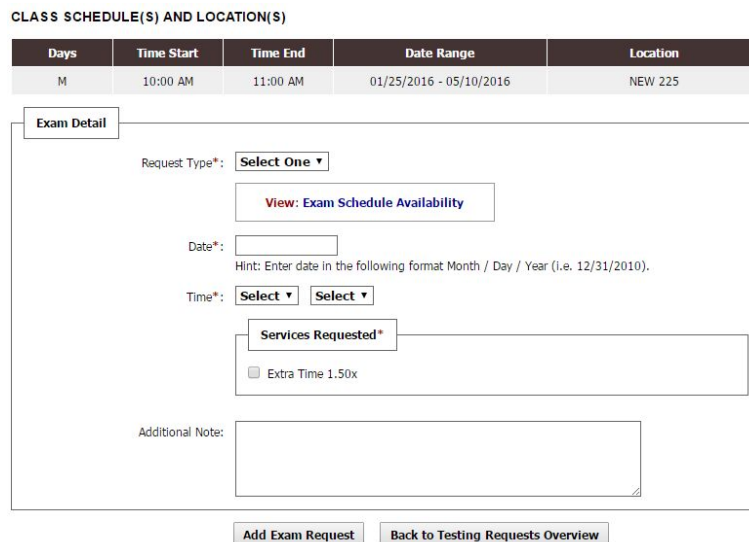
4. In the left column, click on **Alternative Testing**, under **My Accommodations**



5. Using the dropdown menu, first select the class you are testing for, then click on the **Schedule an Exam** button.



6. Under Exam Detail, enter the exam type, date, time, and services requested for your exam. Please feel free to add additional information in the information box. Click on **Add Exam Request** when you are ready to submit.



**WARNING! If you submitted a late request, you will see a notice. You will be prompted to enter a reason for the late request -- submit a reason from the dropdown menu. When ready to move on, check the box and click on Submit Late Exam Request.**

7. After a successful submission, you will see a green circle with a checkmark.

#### ALTERNATIVE TESTING - ALTERNATIVE TESTING CONTRACT BY INSTRUCTOR

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##### ALTERNATIVE TESTING CONTRACT SUCCESSFULLY SUBMITTED

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Thank you for submitting the alternative testing contract. As a reminder, if you have more than one student in the classroom, please do not hesitate to contact us or send us an email to copy the alternative testing contract for the other students.

8. Once you finish your session, please do not forget to log out and close your browser.

If you have any questions, you can contact us at (509) 335-3417 or [access.center@wsu.edu](mailto:access.center@wsu.edu)